



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, MAY 15, 2024

Regular Meeting

Community Room

4:00 PM

I. Opening

1. Call to order and roll call
2. Correspondence
3. Public comment

II. Consent Items

1. Minutes of regular meeting of April 17, 2024
2. Vouchers for April 2024
3. Unaudited Monthly Revenue & Expense Reports for April 2024
4. Monthly Statistical Report for April 2024

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approval of Borrowing Privileges - Delinquent Patrons
2. Action Item: Review and approval of the 2024-2028 T.B. Scott Free Library Strategic Plan
3. Discussion Item: Strategic Plan Goals & Objectives #4 Review
4. Wisconsin Trustee Essential #12: Library Standards

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

1. Wednesday, June 19, 2024, @4PM
Library Community Room

VII. Closed Session

1. Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations as it relates to staff use of library social media.

VIII. Adjournment

Please call the library (715-536-7191) by noon on Wednesday if you are unable to attend.

The Library is accessible to the physically disadvantaged. If special accommodation is needed, please contact the library at the number listed above.

Our Mission: Serving the Merrill area through traditional and innovative services, T.B. Scott Free Library connects people to their community and the world, promotes literacy and civic engagement, encourages and supports life-long learning, ensures free and open access to ideas, and provides opportunities for recreation.

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, APRIL 17, 2024 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

1. **Call to order and roll call** - Michael Geisler called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Board Room.
Present: Katie Breitenmoser, Chris Grunenwald, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank, and Mark Weix, Jr.
Excused: Darcy Dalsky. Also present: Laurie Ollhoff, Andrea Bennett, and the camera operator.

City Council member, Mark Weix, Jr., was welcomed as the newly appointed representative to the Library Board. M. Weix, Jr., shared a bit about himself and his connection to the community.

2. **Correspondence** - No correspondence.
3. **Public comment** - No public comment.

II. Consent Items

1. **Minutes of regular meeting of March 27, 2024** - E. McCrank/A. Huftel/C to approve the Minutes of the regular meeting of March 27, 2024. Review and approval was made with no discussion.
2. **Vouchers for March 2024** - R. Martinovici/R. Mamer/C to approve the Vouchers for March 2024. L. Ollhoff explained the change in procedure for the approval of expenditures for the Library. E. McCrank inquired if the City Finance Director could attend a meeting to explain the report. L. Ollhoff stated she would follow up with the City Finance Director.
3. **Unaudited Monthly Revenue & Expense Reports for March 2024** - A. Huftel/R. Martinovici/C to approve the Unaudited Monthly Revenue and Expense Report for March 2024. Approval was made with no discussion.
4. **Monthly Statistical Report for March 2024** - E. McCrank/K. Breitenmoser/C to approve the Monthly Statistical Report for March 2024. E. McCrank drew attention to increased library traffic. Also, E. McCrank noted the slight decrease in circulation of physical items and an increase in the circulation of ebooks, which is closely related to library trends.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review of YS Department Activity Room Cost Estimate and approval to move forward with Capital Project Funding Process** - R. Martinovici/E. McCrank/C to approve moving forward with the Capital Project Funding Process. L. Ollhoff provided M. Weix with a project summary in order

for him to properly review the project estimate presented to the Board at the time of the meeting. L. Ollhoff explained that this was only an estimate to determine whether a capital funding campaign would be necessary. If approved to move forward with the project, the project would go out for bids from contractors interested in the remodel. The estimator worked with MSR Design architectural firm and the city facilities manager to provide the estimate. M. Geisler stated that funding is available. The consensus was to move forward with the project.

2. **Discussion Item: Present and discuss preliminary 2024-2028 Strategic Plan Goals & Objectives** - L. Ollhoff highlighted the redesign of the Strategic Plan and explained a final report will be presented to the Board in May for final approval. L. Ollhoff drew attention to the addition of Awareness to the 2024-2028 Strategic Plan. L. Ollhoff further explained the structure that will include measurements for each Action Step that will guide in the collection of data to demonstrate the progression in meeting the goals.
3. **Discussion Item: Re-appointment of Katie Breitenmoser as County-appointed Board of Trustees member** - M. Geisler noted K. Breitenmoser's re-appointment as the County-appointed Board of Trustees member.
4. **Strategic Plan Goals & Objectives #3 Review** - Review was made with no discussion.
5. **Wisconsin Trustee Essential #11: Planning for the Library's Future** - Review was made. M. Geisler explained the reason for the review of the Trustee Essential at each meeting.

IV. Library Director's Report L. Ollhoff highlighted the following: Upcoming library events. The final version of the 2203 Local Annual Report inclusion in the board packet. The Circulation Department upgrade is complete. The proposed 2204-2028 Strategic Plan Final Report will be presented to the Board at the May 2024 meeting. The library continues to build connections with community partners for programming and services to community members. Currently working on a project with UW-Stevens Point. The Northern Wisconsin ILS Consortium Exploration Project Committee continues to meet. A Town Hall meeting was held on April 9, 2024, for library staff and board members to attend to facilitate discussion of the project. L. Ollhoff and R. Akey are interviewing candidates for the City Facilities Manager position. L. Ollhoff asked Board members to save the date for a gathering to be held to honor our retiring board member, R. Mamer, and library staff.

V. President's Remarks M. Geisler thanked everyone for attending the meeting.

VI. Date and Time of Next Meeting - Wednesday, May 15, 2024, at 4:00 PM.

VII. Adjournment R. Mamer/K. Breitenmoser/C Meeting was adjourned at 4:26 PM.

April 2024

Company Being Paid	4/5/24 Packet	4/12/24 Packet	4/19/24 Packet	4/26/24 Packet	APRIL 2024 TOTALS
Amazon		\$ 1,975.29			\$ 1,975.29
B&T L0280842	\$ 35.78	\$ 369.69	\$ 398.68	\$ 163.71	\$ 967.86
B&T L4211082	\$ 23.90	\$ 5.66	\$ 18.87	\$ 25.16	\$ 73.59
B&T L5471172		\$ 36.02	\$ 49.96	\$ 144.77	\$ 230.75
B&T L5491882	\$ 1,463.97	\$ 666.45	\$ 309.50		\$ 2,439.92
Cengage Learning, Inc.	\$ 303.49	\$ 22.10	\$ 149.55	\$ 111.96	\$ 587.10
Center Point Large Print	\$ 44.94				\$ 44.94
Children's Plus	\$ 2,117.74	\$ 24.34	\$ 11.56		\$ 2,153.64
Cintas			\$ 196.32		\$ 196.32
Community Food Pantry of Merrill, Inc. (The)	\$ 74.00				\$ 74.00
Dave's County Market		\$ 18.39	\$ 32.96	\$ 12.43	\$ 63.78
Demco	\$ 82.23		\$ 141.98		\$ 224.21
Elan		\$ 232.68			\$ 232.68
Frontier			\$ 106.92		\$ 106.92
Gannett Wisconsin Media	\$ 766.94				\$ 766.94
Haenco			\$ 310.33		\$ 310.33
Haven				\$ 75.00	\$ 75.00
Kimmons Roofing, LLC			\$ 1,975.00		\$ 1,975.00
Library Store, The	\$ 84.74				\$ 84.74
Marathon County Public Library		\$ 40.90			\$ 40.90
Merrill Ace Hardware		\$ 396.76			\$ 396.76
Merrill FabLab			\$ 260.00		\$ 260.00
Merrill Water Utility			\$ 119.00		\$ 119.00
Multi Media Channels		\$ 99.00			\$ 99.00
Bureau Veritas National Elevator Inspection Services		\$ 85.00			\$ 85.00
Plautz, Donna	\$ 52.80				\$ 52.80
Reindl Printing, Inc.				\$ 125.00	\$ 125.00
Scholastic Inc.			\$ 994.20		\$ 994.20
TB Scott Library - Petty Cash	\$ 3.92				\$ 3.92
TBS Solar LLC			\$ 354.40		\$ 354.40
T-Mobile	\$ 107.00				\$ 107.00
Wisconsin Public Service		\$ 2,700.00			\$ 2,700.00
Wisconsin Valley Library Service	\$ 190.69			\$ 48.57	\$ 239.26
	\$ 5,352.14	\$ 6,672.28	\$ 5,429.23	\$ 706.60	\$ 18,160.25

4/05/2024 3:39 PM

A/P Regular Open Item Register

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PACKET: 11121 04/05/2024 Library

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

ID		GROSS		P.O. #					
POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION			
=====									
01-000268 BAKER & TAYLOR L0280842 ✓									
I-2038170549	✓	ACCT# 216389 L028084 2 B00000	35.78	AYAT					
4/05/2024	1	DUE: 4/05/2024 DISC: 4/05/2024		1099: N					
		ACCT# 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction ✓	33.00	✓		
		ACCT# 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies ✓	2.78	✓		
=== VENDOR TOTALS ===			35.78						
=====									
01-003259 BAKER & TAYLOR L4211082 ✓									
I-2038177244	✓	ACCT# 216389 L421108 2 B00000	23.90	031824PB					
4/05/2024	1	DUE: 4/05/2024 DISC: 4/05/2024		1099: N					
		ACCT# 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks ✓	23.90	✓		
=== VENDOR TOTALS ===			23.90						
=====									
01-000271 BAKER & TAYLOR L5491882 ✓									
I-2038106888	✓	ACCT# 216389 L549188 2 B00000	1,179.32						
4/05/2024	1	DUE: 4/05/2024 DISC: 4/05/2024		1099: N					
		ACCT# 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction ✓	1,098.66	✓		
		ACCT# 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies ✓	80.66	✓		
I-2038158870	✓	ACCT# 216389 L549188 2 B00000	200.11	ANF2024-					
4/05/2024	1	DUE: 4/05/2024 DISC: 4/05/2024		1099: N					
		ACCT# 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction ✓	189.28	✓		
		ACCT# 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies ✓	10.83	✓		
I-2038182746	✓	ACCT# 216389 L549188 2 B00000	84.54						
4/05/2024	1	DUE: 4/05/2024 DISC: 4/05/2024		1099: N					
		ACCT# 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction ✓	81.08	✓		
		ACCT# 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies ✓	3.46	✓		
=== VENDOR TOTALS ===			1,463.97						
=====									
01-000665 CENGAGE LEARNING, INC - GALE ✓									
I-84015634	✓	ACCOUNT# 153415	117.60	LP MAR 2					
4/05/2024	1	DUE: 4/05/2024 DISC: 4/05/2024		1099: N					
		ACCOUNT# 153415		10 55110-13-10400	Adult Dept Large Print ✓	117.60	✓		
I-84076090	✓	ACCOUNT# 153415	64.32	LP MAR 2					
4/05/2024	1	DUE: 4/05/2024 DISC: 4/05/2024		1099: N					
		ACCOUNT# 153415		10 55110-13-10400	Adult Dept Large Print ✓	64.32	✓		
I-84084204	✓	ACCOUNT# 153415	21.44	LP MAR 2					
4/05/2024	1	DUE: 4/05/2024 DISC: 4/05/2024		1099: N					
		ACCOUNT# 153415		10 55110-13-10400	Adult Dept Large Print ✓	21.44	✓		

✓
4/12/24

4/05/2024 3:39 PM
 PACKET: 11121 04/05/2024 Library
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====								
01-000665		CENGAGE LEARNING, INC - GALE (** CONTINUED **) ✓						
I-84108432 ✓	1	ACCOUNT# 153415	48.80	✓	FEB-LCP			
4/05/2024		DUE: 4/05/2024 DISC: 4/05/2024			1099: N			
		ACCOUNT# 153415			10 55110-13-10400	Adult Dept Large Print	✓	48.80 ✓
I-84113598 ✓	1	ACCOUNT# 153415	51.33	✓	LP MAR 2			
4/05/2024		DUE: 4/05/2024 DISC: 4/05/2024			1099: N			
		ACCOUNT# 153415			10 55110-13-10400	Adult Dept Large Print	✓	51.33 ✓
=== VENDOR TOTALS ===			303.49					
=====								
01-000274		CENTER POINT LARGE PRINT ✓						
I-2084635	1	ACCT# 54452	44.94	✓				
4/05/2024		DUE: 4/05/2024 DISC: 4/05/2024			1099: N			
		ACCT# 54452			10 55110-13-10400	Adult Dept Large Print	✓	44.94 ✓
=== VENDOR TOTALS ===			44.94					
=====								
01-002180		CHILDREN'S PLUS INC. ✓						
I-243071 ✓	1	REFERENCE# N/A - 104378	1,131.75	✓				
4/05/2024		DUE: 4/05/2024 DISC: 4/05/2024			1099: N			
		REFERENCE# N/A - 104378			10 55110-13-20000	Youth Children's Books	✓	1,122.75 ✓
		REFERENCE# N/A - 104378			10 55110-03-10500	Library Supplies	✓	9.00 ✓
I-243129 ✓	1	REFERENCE# N/A - 104267	12.16	✓				
4/05/2024		DUE: 4/05/2024 DISC: 4/05/2024			1099: N			
		REFERENCE# N/A - 104267			10 55110-13-20000	Youth Children's Books	✓	11.37 ✓
		REFERENCE# N/A - 104267			10 55110-03-10500	Library Supplies	✓	0.79 ✓
I-243209 ✓	1	REFERENCE# N/A - 104376	131.02	✓				
4/05/2024		DUE: 4/05/2024 DISC: 4/05/2024			1099: N			
		REFERENCE# N/A - 104376			10 55110-13-20100	Young Adult Books	✓	124.10 ✓
		REFERENCE# N/A - 104376			10 55110-03-10500	Library Supplies	✓	6.92 ✓
I-243424 ✓	1	REFERENCE# N/A - 104377	183.86	✓				
4/05/2024		DUE: 4/05/2024 DISC: 4/05/2024			1099: N			
		REFERENCE# N/A - 104377			10 55110-13-20000	Youth Children's Books	✓	179.48 ✓
		REFERENCE# N/A - 104377			10 55110-03-10500	Library Supplies	✓	4.38 ✓
I-243455 ✓	1	REFERENCE# N/A - 104429	185.17	✓				
4/05/2024		DUE: 4/05/2024 DISC: 4/05/2024			1099: N			
		REFERENCE# N/A - 104429			10 55110-13-20000	Youth Children's Books	✓	177.06 ✓
		REFERENCE# N/A - 104429			10 55110-03-10500	Library Supplies	✓	8.11 ✓
I-243580 ✓	1	REFERENCE# N/A - 104376	12.78	✓				
4/05/2024		DUE: 4/05/2024 DISC: 4/05/2024			1099: N			
		REFERENCE# N/A - 104376			10 55110-13-20100	Young Adult Books	✓	11.99 ✓
		REFERENCE# N/A - 104376			10 55110-03-10500	Library Supplies	✓	0.79 ✓

4/05/2024 3:39 PM
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 VENDOR SET: 01 City of Merrill
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A/P Regular Open Item Register

PAGE: 3

ID		POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====								
01-002180		CHILDREN'S PLUS INC.			(** CONTINUED **)	/		
=====								
I-243709		✓		REFERENCE# N/A - 104430	461.00	✓		
4/05/2024		1		DUE: 4/05/2024 DISC: 4/05/2024		1099: N		
				REFERENCE# N/A - 104430		10 55110-13-20000	Youth Children's Books	✓ 443.74
				REFERENCE# N/A - 104430		10 55110-03-10500	Library Supplies	✓ 17.26
=====								
=== VENDOR TOTALS ===					2,117.74			
=====								
01-001805		THE COMMUNITY FOOD PANTRY OF M			✓			
=====								
I-04052024		✓		CASUAL FRIDAY DONATION	74.00	✓		
4/05/2024		1		DUE: 4/05/2024 DISC: 4/05/2024		1099: N		
				CASUAL FRIDAY DONATION		10 55110-03-31000	Misc. - Petty Cash	✓ 74.00
=====								
=== VENDOR TOTALS ===					74.00			
=====								
01-003938		DEMCO, INC.			✓			
=====								
I-7451776		✓		ACCT# 482508000	82.23	030824AP		
4/05/2024		1		DUE: 4/05/2024 DISC: 4/05/2024		1099: N		
				ACCT# 482508000	✓	10 55110-03-41500	Programing - Youth	✓ 42.25
				ACCT# 482508000		10 55110-03-41250	Programing - Adult	✓ 18.78
				ACCT# 482508000		10 55110-03-10500	Library Supplies	✓ 21.20
=====								
=== VENDOR TOTALS ===					82.23			
=====								
01-004716		GANNETT WISCONSIN MEDIA #1014			✓			
=====								
I-04052024		✓		ACCT# DH0000372	766.94	✓		
4/05/2024		1		DUE: 4/05/2024 DISC: 4/05/2024		1099: N		
				ACCT# DH0000372		10 55110-13-50000	Magazines/Periodicals	✓ 766.94
=====								
=== VENDOR TOTALS ===					766.94			
=====								
01-000921		THE LIBRARY STORE			✓			
=====								
I-682351		✓		CUSTOMER# 7779	84.74	✓		
4/05/2024		1		DUE: 4/05/2024 DISC: 4/05/2024		1099: N		
				CUSTOMER# 7779		10 55110-03-10500	Library Supplies	✓ 84.74
=====								
=== VENDOR TOTALS ===					84.74			

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PACKET: 11121 04/05/2024 Library
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-004398	DONNA J PLAUTZ	✓					
I-04052024	✓	MARCH MILEAGE	✓	52.80			
4/05/2024	1	DUE: 4/05/2024 DISC: 4/05/2024			1099: N		
		MARCH MILEAGE			10 55110-03-30500 Mileage	✓	52.80 ✓
=== VENDOR TOTALS ===				52.80			
=====							
01-005404	T-MOBILE USA Inc.	✓					
I-04052024	✓	ACCOUNT# 267041899		107.00			
4/05/2024	1	DUE: 4/05/2024 DISC: 4/05/2024			1099: N		
		ACCOUNT# 267041899			10 55110-14-45000 Ebooks/Digital Content	✓	107.00 ✓
=== VENDOR TOTALS ===				107.00			
=====							
01-000276	T.B. SCOTT LIBRARY-PETTY CASH	✓					
I-04052024	✓	USPS - ILL		3.92			
4/05/2024	1	DUE: 4/05/2024 DISC: 4/05/2024			1099: N		
		USPS - ILL			10 55110-03-11000 Postage	✓	3.92 ✓
=== VENDOR TOTALS ===				3.92			
=====							
01-000290	WISCONSIN VALLEY LIBRARY SERVI	✓					
I-2024-2532		PATRON CARDS		190.69			
4/05/2024	1	DUE: 4/05/2024 DISC: 4/05/2024			1099: N		
		PATRON CARDS			10 55110-03-10500 Library Supplies	✓	190.69 ✓
=== VENDOR TOTALS ===				190.69			
=== PACKET TOTALS ===				5,352.14			

4/05/2024 3:39 PM
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A/P Regular Open Item Register

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** T O T A L S **

INVOICE TOTALS	5,352.14
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	5,352.14
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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	-----LINE ITEM-----			-----GROUP BUDGET-----	
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	2024	10 -21-0000	Accounts Payable Control	5,352.14--*					
		10 -55110-03-10500	Library Supplies	441.61	8,000	5,963.96		1,050,556	820,855.01
		10 -55110-03-11000	Postage	3.92	1,200	1,133.01		1,050,556	821,292.70
		10 -55110-03-30500	Mileage	52.80	1,000	886.96		1,050,556	821,243.82
		10 -55110-03-31000	Misc. - Petty Cash	74.00	0	0.00		1,050,556	821,222.62
		10 -55110-03-41250	Programming - Adult	18.78	7,000	6,216.77		1,050,556	821,277.84
		10 -55110-03-41500	Programing - Youth	42.25	7,500	5,782.55		1,050,556	821,254.37
		10 -55110-13-10000	Adult Dept Fiction	33.00	9,500	7,776.02		1,050,556	821,263.62
		10 -55110-13-10100	Adult Dept Non-Fiction	1,369.02	10,000	7,994.98		1,050,556	819,927.60
		10 -55110-13-10200	Adult Dept Paperbacks	23.90	750	615.40		1,050,556	821,272.72
		10 -55110-13-10400	Adult Dept Large Print	348.43	4,300	3,159.35		1,050,556	820,948.19
		10 -55110-13-20000	Youth Children's Books	1,934.40	16,000	9,906.21		1,050,556	819,362.22
		10 -55110-13-20100	Young Adult Books	136.09	2,500	1,603.50		1,050,556	821,160.53
		10 -55110-13-50000	Magazines/Periodicals	766.94	5,000	4,153.06		1,050,556	820,529.68
		10 -55110-14-45000	Ebooks/Digital Content	107.00	6,200	6,051.19		1,050,556	821,189.62
		99 -14-0010	Due from General Fund	5,352.14 *					
		** 2024 YEAR TOTALS		5,352.14					

4/05/2024 3:39 PM
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A/P Regular Open Item Register

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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2024	5,352.14

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PAGE: 1

ID-	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-005248	AMAZON CAPITAL SERVICES, INC.						
C-1CWL-KC46-F67Q	4/12/2024	1	ACCT# A29JIWFIAEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JIWFIAEUZST	9.99CR	YS-Books 1099: N 10 55110-13-20000	Youth Children's Books	9.99CR
I-13GQ-G9XG-NHC4	4/12/2024	1	ACCT# A29JIWFIAEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JIWFIAEUZST	28.95	040524NF 1099: N 10 55110-13-10100	Adult Dept Non-Fiction	28.95
I-13JP-NRTJ-MLYL	4/12/2024	1	ACCT# A29JIWFIAEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JIWFIAEUZST	284.01	YS-Progr 1099: N 10 55110-03-41500	Programming - Youth	284.01
I-14WM-743J-N9K3	4/12/2024	1	ACCT# A29JIWFIAEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JIWFIAEUZST	73.85	32824NF 1099: N 10 55110-13-10100	Adult Dept Non-Fiction	73.85
I-164X-MFYC-MVFF	4/12/2024	1	ACCT# A29JIWFIAEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JIWFIAEUZST	62.92	MUSICCDS 1099: N 10 55110-14-10200	Adult Dept CDs	62.92
I-164X-MFYC-N699	4/12/2024	1	ACCT# A29JIWFIAEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JIWFIAEUZST	38.94	04012024 1099: N 10 55110-03-41250	Programming - Adult	38.94
I-16KD-4GKD-MX4G	4/12/2024	1	ACCT# A29JIWFIAEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JIWFIAEUZST	57.38	022424ME 1099: N 26 55110-03-40500	Memorial Books-Expense	57.38
I-17WP-NWD1-MFX9	4/12/2024	1	ACCT# A29JIWFIAEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JIWFIAEUZST ACCT# A29JIWFIAEUZST ACCT# A29JIWFIAEUZST	227.31	032524-A 1099: N 26 55110-03-12650 10 55110-03-41250 10 55110-03-10000	Library Photocopier Expe Programming - Adult Office Supplies	181.84 18.53 26.94
I-19FD-JJ4R-MVC1	4/12/2024	1	ACCT# A29JIWFIAEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JIWFIAEUZST	193.43	DVDMAR24 1099: N 10 55110-14-10400	Adult Dept DVDs	193.43
I-1CR6-J6GJ-MK4Y	4/12/2024	1	ACCT# A29JIWFIAEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JIWFIAEUZST ACCT# A29JIWFIAEUZST	173.96	031524AP 1099: N 10 55110-03-41250 10 55110-15-42500	Programming - Adult Computer Equipment	29.43 144.53
I-1GYC-NFTM-MLLQ	4/12/2024	1	ACCT# A29JIWFIAEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JIWFIAEUZST	39.40	YS-books 1099: N 10 55110-13-20000	Youth Children's Books	39.40

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POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)						
I-1GYC-NFTM-MT4H 4/12/2024 1 /	ACCT# A29JWFI AEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JWFI AEUZST	65.62	TBS-ANF- 1099: N 10 55110-13-10100	Adult Dept Non-Fiction ✓	65.62 ✓	
I-1JQ4-G674-M31J 4/12/2024 1 /	ACCT# A29JWFI AEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JWFI AEUZST	67.92	YS-MUSIC 1099: N 10 55110-14-20000	Youth Audiobooks & CDs ✓	67.92 ✓	
I-1L1C-3DL4-NG1Y 4/12/2024 1 /	ACCT# A29JWFI AEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JWFI AEUZST	77.82	YS-DVDS 1099: N 10 55110-14-20100	Youth Videos, DVDs & CD- ✓	77.82 ✓	
I-1LXL-FM7H-N1ML 4/12/2024 1 /	ACCT# A29JWFI AEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JWFI AEUZST	62.30	YS-BOOKS 1099: N 10 55110-13-20000	Youth Children's Books ✓	62.30 ✓	
I-1MQY-19NM-MWYW 4/12/2024 1 /	ACCT# A29JWFI AEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JWFI AEUZST	88.85	TBS-M/R- 1099: N 10 55110-03-50000	M/R-General Repair/Maint ✓	88.85 ✓	
I-1MQY-19NM-NHK7 4/12/2024 1 /	ACCT# A29JWFI AEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JWFI AEUZST	123.81	32524MEM 1099: N 26 55110-03-40500	Memorial Books-Expense ✓	123.81 ✓	
I-1QTP-JGGQ-NQ1C 4/12/2024 1 /	ACCT# A29JWFI AEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JWFI AEUZST	69.99	TBS-OFFS 1099: N 10 55110-03-10000	Office Supplies	69.99 ✓	
I-1RMY-7T79-MXM4 4/12/2024 1 /	ACCT# A29JWFI AEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JWFI AEUZST ACCT# A29JWFI AEUZST	51.28	0314240S 1099: N 10 55110-03-10000 10 55110-03-41250	Office Supplies ✓ Programming - Adult ✓	8.02 ✓ 43.26 ✓	
I-1TRX-QQMC-NGP4 4/12/2024 1 /	ACCT# A29JWFI AEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JWFI AEUZST	57.93	TBS-OFFS 1099: N 10 55110-03-10000	Office Supplies ✓	57.93 ✓	
I-1V6P-TGHX-MVHN 4/12/2024 1 /	ACCT# A29JWFI AEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JWFI AEUZST ACCT# A29JWFI AEUZST	43.92	032624 - 1099: N 10 55110-03-10000 10 55110-03-10500	Office Supplies ✓ Library Supplies ✓	5.90 ✓ 38.02 ✓	
I-1VNV-JN1H-MKLC 4/12/2024 1 /	ACCT# A29JWFI AEUZST DUE: 4/12/2024 DISC: 4/12/2024 ACCT# A29JWFI AEUZST ACCT# A29JWFI AEUZST	35.92	04022024 1099: N 10 55110-03-10000 10 55110-03-41250	Office Supplies ✓ Programming - Adult ✓	14.98 ✓ 20.94 ✓	

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01-005248		AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)	✓						
I-1YKX-MF71-MYPP		ACCT# A29JIWFIAEUZST	✓	59.77	TBS-ANF-				
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024			1099: N				
		ACCT# A29JIWFIAEUZST			10 55110-13-10100 Adult Dept Non-Fiction	✓	59.77	✓	
=== VENDOR TOTALS ===				1,975.29					
01-000268		BAKER & TAYLOR L0280842	✓						
I-2038155270		ACCT# 216389 L028084 2 B00000	✓	122.13	AYAT				
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024			1099: N				
		ACCT# 216389 L028084 2 B00000			10 55110-13-10000 Adult Dept Fiction	✓	112.52	✓	
		ACCT# 216389 L028084 2 B00000			10 55110-03-10500 Library Supplies	✓	9.61	✓	
I-2038185919		ACCT# 216389 L028084 2 B00000	✓	94.67	1099: N				
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024			10 55110-03-10500 Library Supplies	✓	6.24	✓	
		ACCT# 216389 L028084 2 B00000			10 55110-13-10000 Adult Dept Fiction	✓	88.43	✓	
I-2038215053		ACCT# 216389 L028084 2 B00000	✓	152.89	AYAT				
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024			1099: N				
		ACCT# 216389 L028084 2 B00000			10 55110-13-10000 Adult Dept Fiction	✓	140.50	✓	
		ACCT# 216389 L028084 2 B00000			10 55110-03-10500 Library Supplies	✓	12.39	✓	
=== VENDOR TOTALS ===				369.69					
01-003259		BAKER & TAYLOR L4211082	✓						
I-2038201299		ACCT# 216389 L421108 2 B00000	✓	5.66	031824PB				
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024			1099: N				
		ACCT# 216389 L421108 2 B00000			10 55110-13-10200 Adult Dept Paperbacks	✓	5.66	✓	
=== VENDOR TOTALS ===				5.66					
01-000270		BAKER & TAYLOR L5471172	✓						
I-2038189466		ACCT# 216389 L547117 2 B00000	✓	17.59	MEM-MUEL				
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024			1099: N				
		ACCT# 216389 L547117 2 B00000			26 55110-03-40500 Memorial Books-Expense	✓	17.59	✓	
I-2038203616		ACCT# 216389 L547117 2 B00000	✓	18.43	HENRICHS				
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024			1099: N				
		ACCT# 216389 L547117 2 B00000			26 55110-03-40500 Memorial Books-Expense	✓	18.43	✓	
=== VENDOR TOTALS ===				36.02					

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-000271	BAKER & TAYLOR	L5491882 ✓					
I-2038206934	✓	ACCT# 216389 L549188 2 B00000	666.45	✓			
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024		1099: N			
		ACCT# 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction ✓	626.60	✓
		ACCT# 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies ✓	39.85	✓
=== VENDOR TOTALS ===			666.45				
01-001340	BUREAU VERITAS NATIONAL ELEVAT	✓					
I-RI 24008164	✓	CUST# 4171513 ROUTINE	85.00	✓			
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024		1099: N			
		CUST# 4171513 ROUTINE		10 55110-02-16000	Elevator Contract/Inspe ✓	85.00	✓
=== VENDOR TOTALS ===			85.00				
01-000665	CENGAGE LEARNING, INC - GALE	✓					
I-84156160	✓	ACCT# 153415	22.10	✓	LP MAR 2		
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024		1099: N			
		ACCT# 153415		10 55110-13-10400	Adult Dept Large Print ✓	22.10	✓
=== VENDOR TOTALS ===			22.10				
01-002180	CHILDREN'S PLUS INC.	✓					
I-243911	✓	REFERENCE # N/A - 104377	10.96	✓			
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024		1099: N			
		REFERENCE # N/A - 104377		10 55110-13-20000	Youth Children's Books ✓	10.17	✓
		REFERENCE # N/A - 104377		10 55110-03-10500	Library Supplies ✓	0.79	✓
I-243947	✓	REFERENCE # N/A - 104430	13.38	✓			
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024		1099: N			
		REFERENCE # N/A - 104430		10 55110-13-20000	Youth Children's Books ✓	12.59	✓
		REFERENCE # N/A - 104430		10 55110-03-10500	Library Supplies ✓	0.79	✓
=== VENDOR TOTALS ===			24.34				
01-000204	DAVE'S COUNTY MARKET	✓					
I-00070404		STAFF MEETING FRUIT	18.39	✓			
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024		1099: N			
		STAFF MEETING FRUIT		10 55110-03-41750	Hospitality ✓	18.39	✓
=== VENDOR TOTALS ===			18.39				

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POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-000128	ELAN FINANCIAL SERVICES					
I-04122024	4/12/2024	✓ 1	ACCT# 5472 1102 2200 0197 DUE: 4/12/2024 DISC: 4/12/2024	232.68	1099: N	
			ACCT# 5472 1102 2200 0197	10 55110-03-10500	Library Supplies	14.93
			ACCT# 5472 1102 2200 0197	10 55110-03-11000	Postage	9.00
			ACCT# 5472 1102 2200 0197	10 55110-03-41250	Programming - Adult	87.91
			ACCT# 5472 1102 2200 0197	10 55110-03-41500	Programming - Youth	31.41
			ACCT# 5472 1102 2200 0197	10 55110-03-50000	M/R-General Repair/Maint	67.36
			ACCT# 5472 1102 2200 0197	10 55110-15-47500	Software/Upgrades	22.07
			=== VENDOR TOTALS ===	232.68		
01-001797	MARATHON COUNTY PUBLIC LIBRARY					
I-103	4/12/2024	✓ 1	THE PARTICULAR SADNESS OF DUE: 4/12/2024 DISC: 4/12/2024 THE PARTICULAR SADNESS OF	40.90	1099: N	
				10 55110-02-27000	Lost-Damaged Materials	40.90
			=== VENDOR TOTALS ===	40.90		
01-000839	MERRILL ACE HARDWARE					
C-04122024	4/12/2024	✓ 1	ACCOUNT# 81867 DUE: 4/12/2024 DISC: 4/12/2024 ACCOUNT# 81867 ACCOUNT# 81867 ACCOUNT# 81867	25.61CR	1099: N	
				10 55110-03-44000	Janitor Supplies	0.60CR
				10 55110-03-50000	M/R-General Repair/Maint	16.73CR
				10 55110-03-50275	M/R - Contingency	8.28CR
I-232726	4/12/2024	✓ 1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	19.77	1099: N	
				10 55110-03-50275	M/R - Contingency	19.77
I-232764	4/12/2024	✓ 1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	6.99	1099: N	
				10 55110-03-50275	M/R - Contingency	6.99
I-232804	4/12/2024	✓ 1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	15.99	1099: N	
				10 55110-03-50000	M/R-General Repair/Maint	15.99
I-232870	4/12/2024	✓ 1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	4.62	1099: N	
				10 55110-03-50000	M/R-General Repair/Maint	4.62
I-232874	4/12/2024	✓ 1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	10.74	1099: N	
				10 55110-03-50000	M/R-General Repair/Maint	10.74

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT			
01-000839 MERRILL ACE HARDWARE (** CONTINUED **)							
I-232977 4/12/2024	1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	11.43	1099: N 10 55110-03-50275	M/R - Contingency	✓	11.43 ✓
I-232982 4/12/2024	1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	47.95	1099: N 10 55110-03-50000	M/R-General Repair/Maint	✓	47.95 ✓
I-233120 4/12/2024	1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	56.97	1099: N 10 55110-03-50000	M/R-General Repair/Maint	✓	56.97 ✓
I-233121 4/12/2024	1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	42.17	1099: N 10 55110-03-50275	M/R - Contingency	✓	42.17 ✓
I-233142 4/12/2024	1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	13.78	1099: N 10 55110-03-50275	M/R - Contingency	✓	13.78 ✓
I-233143 4/12/2024	1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	11.99	1099: N 10 55110-03-50000	M/R-General Repair/Maint	✓	11.99 ✓
I-233167 4/12/2024	1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	129.00	1099: N 10 55110-03-50275	M/R - Contingency	✓	129.00 ✓
I-233211 4/12/2024	1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	18.99	1099: N 10 55110-03-50000	M/R-General Repair/Maint	✓	18.99 ✓
I-233230 4/12/2024	1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	5.99	1099: N 10 55110-03-44000	Janitor Supplies	✓	5.99 ✓
I-233232 4/12/2024	1	CUST# 81867 DUE: 4/12/2024 DISC: 4/12/2024 CUST# 81867	25.99	1099: N 10 55110-03-50000	M/R-General Repair/Maint	✓	25.99 ✓
=== VENDOR TOTALS ===			396.76				

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01-000085		MULTI MEDIA CHANNELS ✓					
I-IN189262	✓	ACCT# 102219	99.00				
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024		1099: N			
		ACCT# 102219		10 55110-03-41000	Public Relations/Publici ✓	99.00	✓
		=== VENDOR TOTALS ===	99.00				
01-000656		WISCONSIN PUBLIC SERVICE ✓					
I-4985762623	✓	ACCT# 0403371156-00003	2,700.00				
4/12/2024	1	DUE: 4/12/2024 DISC: 4/12/2024		1099: N			
		ACCT# 0403371156-00003		10 55110-02-22000	Electric ✓	1,678.07	✓
		ACCT# 0403371156-00003		10 55110-02-22500	Fuel - Natural Gas ✓	1,021.93	✓
		=== VENDOR TOTALS ===	2,700.00				
		=== PACKET TOTALS ===	6,672.28				

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** T O T A L S **

INVOICE TOTALS	6,707.88
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	35.60CR

BATCH TOTALS	6,672.28
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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2024	10	-21-0000	Accounts Payable Control	6,273.23-*				
	10	-55110-02-16000	Elevator Contract/Inspec	85.00	3,300	3,215.00	1,050,556	789,554.21
	10	-55110-02-22000	Electric	1,678.07	30,000	22,928.86	1,050,556	787,961.14
	10	-55110-02-22500	Fuel - Natural Gas	1,021.93	30,000	24,964.24	1,050,556	788,617.28
	10	-55110-02-27000	Lost-Damaged Materials	40.90	0	179.63- Y	1,050,556	789,598.31
	10	-55110-03-10000	Office Supplies	183.76	1,800	852.34	1,050,556	789,455.45
	10	-55110-03-10500	Library Supplies	122.62	8,000	5,841.34	1,050,556	789,516.59
	10	-55110-03-11000	Postage	9.00	1,200	1,124.01	1,050,556	789,630.21
	10	-55110-03-41000	Public Relations/Publici	99.00	2,000	1,766.02	1,050,556	789,540.21
	10	-55110-03-41250	Programming - Adult	239.01	7,000	5,977.76	1,050,556	789,400.20
	10	-55110-03-41500	Programing - Youth	315.42	7,500	5,467.13	1,050,556	789,323.79
	10	-55110-03-41750	Hospitality	18.39	300	132.47	1,050,556	789,620.82
	10	-55110-03-44000	Janitor Supplies	5.39	6,000	4,889.51	1,050,556	789,633.82
	10	-55110-03-50000	M/R-General Repair/Maint	332.72	4,000	2,943.69	1,050,556	789,306.49
	10	-55110-03-50275	M/R - Contingency	214.86	10,000	7,011.47	1,050,556	789,424.35
	10	-55110-13-10000	Adult Dept Fiction	341.45	9,500	7,434.57	1,050,556	789,297.76
	10	-55110-13-10100	Adult Dept Non-Fiction	854.79	10,000	7,140.19	1,050,556	788,784.42
	10	-55110-13-10200	Adult Dept Paperbacks	5.66	750	609.74	1,050,556	789,633.55
	10	-55110-13-10400	Adult Dept Large Print	22.10	4,300	3,137.25	1,050,556	789,617.11
	10	-55110-13-20000	Youth Children's Books	114.47	16,000	9,791.74	1,050,556	789,524.74
	10	-55110-14-10200	Adult Dept CDs	62.92	800	638.43	1,050,556	789,576.29
	10	-55110-14-10400	Adult Dept DVDs	193.43	2,500	1,945.74	1,050,556	789,445.78
	10	-55110-14-20000	Youth Audiobooks & CDs	67.92	1,500	1,432.08	1,050,556	789,571.29
	10	-55110-14-20100	Youth Videos, DVDs & CD-	77.82	750	595.38	1,050,556	789,561.39
	10	-55110-15-42500	Computer Equipment	144.53	10,000	9,855.47	1,050,556	789,494.68
	10	-55110-15-47500	Software/Upgrades	22.07	4,000	3,134.89	1,050,556	789,617.14
	26	-21-0000	Accounts Payable Control	399.05-*				
	26	-55110-03-12650	Library Photocopier Expe	181.84	0	843.81- Y	0	2,722.92- Y
	26	-55110-03-40500	Memorial Books-Expense	217.21	0	424.97- Y	0	2,758.29- Y
	99	-14-0010	Due from General Fund	6,273.23 *				
	99	-14-0026	Due From Non-Lapsing	399.05 *				
		** 2024 YEAR TOTALS		6,672.28				

4/12/2024 11:55 AM
PACKET: 11129 04/12/2024 - LIBRARY
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 9

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2024	6,273.23
26	4/2024	399.05

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

4/22/2024 4:48 PM
 PACKET: 11145 LIBRARY - 20240419
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----									
POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION		
01-000268	BAKER & TAYLOR	L0280842 ✓							
I-2038204206	✓	ACCT #216389 L028084 2 B00000	18.19	AYAT ✓					
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N					
		ACCT #216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction ✓	16.80	✓		
		ACCT #216389 L028084 2 B00000		10 55110-03-10500	Library Supplies ✓	1.39	✓		
I-2038228780	✓	ACCT #216389 L028084 2 B00000	380.49	✓					
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N					
		ACCT #216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction ✓	83.39	✓		
		ACCT #216389 L028084 2 B00000		10 55110-14-10100	Adult Dept Books on CD ✓	255.13	✓		
		ACCT #216389 L028084 2 B00000		10 55110-03-10500	Library Supplies ✓	9.49	✓		
		ACCT #216389 L028084 2 B00000		26 55110-03-40500	Memorial Books-Expense ✓	32.48	✓		
=== VENDOR TOTALS ===			398.68						
01-003259	BAKER & TAYLOR	L4211082 ✓							
I-2038214040	✓	ACCT #216389 L421108 2 B00000	18.87	✓	040424PB				
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N					
		ACCT #216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks ✓	18.87	✓		
=== VENDOR TOTALS ===			18.87						
01-000270	BAKER & TAYLOR	L5471172 ✓							
I-2038045820	✓	ACCT # 216389 L547117 2 B0000	16.51	✓	121223ME				
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N					
		ACCT # 216389 L547117 2 B00000		26 55110-03-40500	Memorial Books-Expense ✓	16.51	✓		
I-2038218348	✓	ACCT # 216389 L547117 2 B0000	33.45	✓	MEM-JOHN				
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N					
		ACCT # 216389 L547117 2 B00000		26 55110-03-40500	Memorial Books-Expense ✓	33.45	✓		
=== VENDOR TOTALS ===			49.96						
01-000271	BAKER & TAYLOR	L5491882 ✓							
I-2038203895	✓	ACCT #216389 L549188 2 B00000	67.70	✓	ANF2024-				
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N					
		ACCT #216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction ✓	62.85	✓		
		ACCT #216389 L549188 2 B00000		10 55110-03-10500	Library Supplies ✓	4.85	✓		
I-2038232169	✓	ACCT #216389 L549188 2 B00000	241.80	✓					
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N					
		ACCT #216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction ✓	227.72	✓		
		ACCT #216389 L549188 2 B00000		10 55110-03-10500	Library Supplies ✓	14.08	✓		
=== VENDOR TOTALS ===			309.50						

4/22/2024 4:48 PM
 PACKET: 11145 LIBRARY - 20240419
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000665 CENGAGE LEARNING, INC - GALE ✓							
I-84181479	✓	1	ACCT # 153415 DUE: 4/19/2024 DISC: 4/19/2024 ACCT # 153415	95.17	✓	APRIL-LC 1099: N 10 55110-13-10400 Adult Dept Large Print	✓ 95.17 ✓
I-84190684	✓	1	ACCT # 153415 DUE: 4/19/2024 DISC: 4/19/2024 ACCT # 153415	54.38	✓	APRIL-LC 1099: N 10 55110-13-10400 Adult Dept Large Print	✓ 54.38 ✓
=== VENDOR TOTALS ===				149.55			
01-002180 CHILDREN'S PLUS INC. ✓							
I-244296	✓	1	REF # N/A - 104430 DUE: 4/19/2024 DISC: 4/19/2024 REF # N/A - 104430 REF # N/A - 104430	11.56	✓	1099: N 10 55110-13-20000 Youth Children's Books 10 55110-03-10500 Library Supplies	✓ 10.77 ✓ 0.79 ✓
=== VENDOR TOTALS ===				11.56			
01-004375 CINTAS CORPORATION ✓							
I-4188748185	✓	1	PAYER # 18280979 DUE: 4/19/2024 DISC: 4/19/2024 PAYER # 18280979	196.32	✓	1099: N 10 55110-02-23250 Facility Cleaning Servic	✓ 196.32 ✓
=== VENDOR TOTALS ===				196.32			
01-000204 DAVE'S COUNTY MARKET ✓							
I-00076849		1	ACCT # 708 DUE: 4/19/2024 DISC: 4/19/2024 ACCT # 708	32.96	✓	1099: N 10 55110-03-41750 Hospitality	✓ 32.96 ✓
=== VENDOR TOTALS ===				32.96			
01-003938 DEMCO, INC. ✓							
I-7465268	✓	1	CUST # 482508000 DUE: 4/19/2024 DISC: 4/19/2024 CUST # 482508000 CUST # 482508000	141.98	✓	04052024 1099: N 10 55110-03-41250 Programming - Adult 10 55110-03-10500 Library Supplies	✓ 9.39 ✓ 132.59 ✓
=== VENDOR TOTALS ===				141.98			

4/22/2024 4:48 PM
 PACKET: 11145 LIBRARY - 20240419
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 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-002661	FRONTIER ✓						
I-20240419		ACCT # 715-536-7909-010384-5	106.92 ✓				
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N			
		ACCT # 715-536-7909-010384-5		10 55110-02-25000 Telephone ✓		106.92 ✓	
=== VENDOR TOTALS ===			106.92				
01-005274	HAENCO LLC ✓						
I-11964	✓	INVOICE DATED 04/10/2024	310.33 ✓	Brian			
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N			
		INVOICE DATED 04/10/2024		10 55110-03-44000 Janitor Supplies ✓		310.33 ✓	
=== VENDOR TOTALS ===			310.33				
01-002685	KIMMONS ROOFING LLC ✓						
I-11	✓	INVOICE DATED APRIL 15, 2024	1,975.00 ✓				
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N			
		INVOICE DATED APRIL 15, 2024		10 55110-03-50275 M/R - Contingency ✓		1,975.00 ✓	
=== VENDOR TOTALS ===			1,975.00				
01-001537	MERRILL AREA PUBLIC SCHOOLS ✓						
I-2023-2024-17		FAB Lab ✓	260.00 ✓				
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N			
		FAB Lab		10 55110-03-41000 Public Relations/Publici ✓		260.00 ✓	
=== VENDOR TOTALS ===			260.00				
01-000328	MERRILL WATER UTILITY ✓						
I-20240419		ACCT # 350-30440-00	119.00 ✓				
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N			
		ACCT # 350-30440-00		10 55110-02-16500 Fire/Security System Con ^{21000 Water Sewer}		119.00 ✓	
=== VENDOR TOTALS ===			119.00				
01-003191	SCHOLASTIC INC. ✓						
I-59108698	✓	ACCT # 2191161	952.18 ✓	88587920			
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N			
		ACCT # 2191161		10 55110-03-41501 Misc Rev-Programming-You ✓		952.18 ✓	
I-59154008	✓	ACCT # 2191161	19.75 ✓	88587920			
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N			
		ACCT # 2191161		10 55110-03-41501 Misc Rev-Programming-You ✓		19.75 ✓	

PACKET: 11145 LIBRARY - 20240419
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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Updated page

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-002661	FRONTIER					
I-20240419		ACCT # 715-536-7909-010384-5	106.92			
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N		
		ACCT # 715-536-7909-010384-5		10 55110-02-25000 Telephone		106.92
=== VENDOR TOTALS ===			106.92			
=====						
01-005274	HAENCO LLC					
I-11964		INVOICE DATED 04/10/2024	310.33	Brian		
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N		
		INVOICE DATED 04/10/2024		10 55110-03-44000 Janitor Supplies		310.33
=== VENDOR TOTALS ===			310.33			
=====						
01-002685	KIMMONS ROOFING LLC					
I-11		INVOICE DATED APRIL 15, 2024	1,975.00			
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N		
		INVOICE DATED APRIL 15, 2024		10 55110-03-50275 M/R - Contingency		1,975.00
=== VENDOR TOTALS ===			1,975.00			
=====						
01-001537	MERRILL AREA PUBLIC SCHOOLS					
I-2023-2024-17		FAB Lab	260.00			
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N		
		FAB Lab		10 55110-03-41000 Public Relations/Publici		260.00
=== VENDOR TOTALS ===			260.00			
=====						
1-000328	MERRILL WATER UTILITY					
I-20240419		ACCT # 350-30440-00	119.00			
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N		
		ACCT # 350-30440-00		10 55110-02-21000 Water and Sewer		119.00
=== VENDOR TOTALS ===			119.00			
=====						
1-003191	SCHOLASTIC INC.					
I-59108698		ACCT # 2191161	952.18	88587920		
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N		
		ACCT # 2191161		10 55110-03-41501 Misc Rev-Programming-You		952.18
=====						
I-59154008		ACCT # 2191161	19.75	88587920		
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N		
		ACCT # 2191161		10 55110-03-41501 Misc Rev-Programming-You		19.75

4/22/2024 4:48 PM
PACKET: 11145 LIBRARY - 20240419
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-003191	SCHOLASTIC INC.	(** CONTINUED **)					
I-59218022	✓	ACCT # 2191161	20.00	✓ 88587920			
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N			
		ACCT # 2191161		10 55110-03-41501	Misc Rev-Programming-You	✓	20.00 ✓
I-59311297	✓	ACCT # 2191161	2.27	✓ 88587920			
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N			
		ACCT # 2191161		10 55110-03-41501	Misc Rev-Programming-You	✓	2.27 ✓
=== VENDOR TOTALS ===			994.20				
01-004248	TBS SOLAR, LLC	✓					
I-303711	✓	1ST QUARTER 2024	354.40	✓			
4/19/2024	1	DUE: 4/19/2024 DISC: 4/19/2024		1099: N			
		1ST QUARTER 2024		10 55110-02-22000	Electric	✓	354.40 ✓
=== VENDOR TOTALS ===			354.40				
=== PACKET TOTALS ===			5,429.23				

4/22/2024 4:48 PM
PACKET: 11145 LIBRARY - 20240419
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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** T O T A L S **

INVOICE TOTALS 5,429.23
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 5,429.23

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2024		10 -21-0000	Accounts Payable Control	5,346.79-*				
		10 -55110-02-16500	Fire/Security System Con	119.00	2,600	2,481.00	1,050,556	783,246.98
		10 -55110-02-22000	Electric	354.40	30,000	22,574.46	1,050,556	783,011.58
		10 -55110-02-23250	Facility Cleaning Servic	196.32	3,400	2,585.72	1,050,556	783,169.66
		10 -55110-02-25000	Telephone	106.92	2,000	1,598.54	1,050,556	783,259.06
		10 -55110-03-10500	Library Supplies	163.19	8,000	5,678.15	1,050,556	783,202.79
		10 -55110-03-41000	Public Relations/Publici	260.00	2,000	1,506.02	1,050,556	783,105.98
		10 -55110-03-41250	Programming - Adult	9.39	7,000	5,968.37	1,050,556	783,356.59
		10 -55110-03-41501	Misc Rev-Programming-You	994.20	0	1,385.70- Y	1,050,556	782,371.78
		10 -55110-03-41750	Hospitality	32.96	300	99.51	1,050,556	783,333.02
		10 -55110-03-44000	Janitor Supplies	310.33	6,000	4,579.18	1,050,556	783,055.65
		10 -55110-03-50275	M/R - Contingency	1,975.00	10,000	5,036.47	1,050,556	781,390.98
		10 -55110-13-10000	Adult Dept Fiction	100.19	9,500	7,334.38	1,050,556	783,265.79
		10 -55110-13-10100	Adult Dept Non-Fiction	290.57	10,000	6,849.62	1,050,556	783,075.41
		10 -55110-13-10200	Adult Dept Paperbacks	18.87	750	590.87	1,050,556	783,347.11
		10 -55110-13-10400	Adult Dept Large Print	149.55	4,300	2,987.70	1,050,556	783,216.43
		10 -55110-13-20000	Youth Children's Books	10.77	16,000	9,780.97	1,050,556	783,355.21
		10 -55110-14-10100	Adult Dept Books on CD	255.13	2,000	1,702.54	1,050,556	783,110.85
		26 -21-0000	Accounts Payable Control	82.44-*				
		26 -55110-03-40500	Memorial Books-Expense	82.44	0	507.41- Y	0	3,022.57- Y
		99 -14-0010	Due from General Fund	5,346.79 *				
		99 -14-0026	Due From Non-Lapsing	82.44 *				
		** 2024 YEAR TOTALS		5,429.23				

4/22/2024 4:48 PM
PACKET: 11145 LIBRARY - 20240419
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2024	5,346.79
26	4/2024	82.44

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

4/30/2024 10:36 AM
PACKET: 11161 LIBRARY - 20240426
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-000268	BAKER & TAYLOR	L0280842 ✓					
✓ I-2038245376	✓	ACCT# 216389 L028084 2 B00000	163.71	✓ AYAT			
4/26/2024	1	DUE: 4/26/2024 DISC: 4/26/2024		1099: N			
		ACCT# 216389 L028084 2 B00000		✓ 10 55110-13-10000	Adult Dept Fiction ✓	151.20	✓
		ACCT# 216389 L028084 2 B00000		✓ 10 55110-03-10500	Library Supplies ✓	12.51	✓
=== VENDOR TOTALS ===			✓ 163.71				
01-003259	BAKER & TAYLOR	L4211082 ✓					
✓ I-2038236956	✓	ACCT# 216389 L421108 2 B00000	25.16	✓ 040424PB			
4/26/2024	1	DUE: 4/26/2024 DISC: 4/26/2024		1099: N			
		ACCT# 216389 L421108 2 B00000		✓ 10 55110-13-10200	Adult Dept Paperbacks ✓	25.16	✓
=== VENDOR TOTALS ===			✓ 25.16				
01-000270	BAKER & TAYLOR	L5471172					
✓ I-2038239492	✓	ACCT# 216389 L547117 2 B00000	144.77	✓			
4/26/2024	1	DUE: 4/26/2024 DISC: 4/26/2024		1099: N			
		ACCT# 216389 L547117 2 B00000		✓ 26 55110-03-40500	Memorial Books-Expense ✓	144.77	✓
=== VENDOR TOTALS ===			✓ 144.77				
01-000665	CENGAGE LEARNING, INC - GALE	✓					
✓ I-84219855	✓	ACCT # 153415	111.96	✓ APRIL-LC			
4/26/2024	1	DUE: 4/26/2024 DISC: 4/26/2024		1099: N			
		ACCT # 153415		✓ 10 55110-13-10400	Adult Dept Large Print ✓	111.96	✓
=== VENDOR TOTALS ===			✓ 111.96				
01-000204	DAVE'S COUNTY MARKET	✓					
✓ I-00017830	✓	ACCT # 708	12.43	✓ 042678			
4/26/2024	1	DUE: 4/26/2024 DISC: 4/26/2024		1099: N			
		ACCT # 708		✓ 10 55110-03-41250	Programming - Adult ✓	12.43	✓
=== VENDOR TOTALS ===			✓ 12.43				
01-000714	HAVEN, INC	✓					
✓ I-20240426		DENIM DAY DONATION	75.00				
4/26/2024	1	DUE: 4/26/2024 DISC: 4/26/2024		1099: N			
		DENIM DAY DONATION		✓ 10 55110-03-31000	Misc. - Petty Cash	75.00	
=== VENDOR TOTALS ===			75.00				

5/6 75.00 ✓
Kevin changing letter

for
5/1/24

4/30/2024 10:36 AM
PACKET: 11161 LIBRARY - 20240426
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
✓ 01-000377		REINDL PRINTING INC ✓					
✓ I-162020	✓	ACCT # 9114		125.00 ✓	✓ LAURIE		
4/26/2024	1	DUE: 4/26/2024 DISC: 4/26/2024			1099: N		
		ACCT # 9114			26 55110-03-40500	Memorial Books-Expense ✓	125.00 ✓
		=== VENDOR TOTALS ===		✓ 125.00			
✓ 01-000290		WISCONSIN VALLEY LIBRARY SERVI ✓					
✓ I-2024-2573	✓	BARCODES		48.57 ✓			
4/26/2024	1	DUE: 4/26/2024 DISC: 4/26/2024			1099: N		
		BARCODES			10 55110-03-10500	Library Supplies ✓	48.57 ✓
		=== VENDOR TOTALS ===		✓ 48.57			
		=== PACKET TOTALS ===		706.60			

706.60
OK

4/30/2024 10:36 AM

A/P Regular Open Item Register

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PACKET: 11161 LIBRARY - 20240426

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS
DEBIT MEMO TOTALS
CREDIT MEMO TOTALS706.60
0.00
0.00

BATCH TOTALS

706.60

OK

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2024	10	-21-0000	Accounts Payable Control	436.83-*				
	10	-55110-03-10500	Library Supplies	61.08	8,000	5,617.07	1,050,556	746,047.73
	10	-55110-03-31000	Misc. - Petty Cash	75.00	0	75.00- Y	1,050,556	746,033.81
	10	-55110-03-41250	Programming - Adult	12.43	7,000	5,955.94	1,050,556	746,096.38
	10	-55110-13-10000	Adult Dept Fiction	151.20	9,500	7,183.18	1,050,556	745,957.61
	10	-55110-13-10200	Adult Dept Paperbacks	25.16	750	565.71	1,050,556	746,083.65
	10	-55110-13-10400	Adult Dept Large Print	111.96	4,300	2,875.74	1,050,556	745,996.85
	26	-21-0000	Accounts Payable Control	269.77-*				
	26	-55110-03-40500	Memorial Books-Expense	269.77	0	777.18- Y	0	3,292.34- Y
	99	-14-0010	Due from General Fund	436.83 *				
	99	-14-0026	Due From Non-Lapsing	269.77 *				
			** 2024 YEAR TOTALS	706.60				

4/30/2024 10:36 AM
PACKET: 11161 LIBRARY - 20240426
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 4

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2024	438.83
26	4/2024	269.77

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					

<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	602.00	602.00	0.00	(602.00)
45110-43220 Library CARES Grant	0.00	0.00	0.00	0.00	0.00
45110-43310 CARES - COVID-19 Reimb	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	0.00	0.00	0.00	0.00
45110-43515 Federal ARPA - Am Rescue	0.00	0.00	0.00	0.00	0.00
45110-43517 WI Humanities Council	0.00	0.00	0.00	0.00	0.00
45110-43790 County Library Aid	445,104.29	0.00	222,193.00	49.92	222,911.29
TOTAL Intergovernmental	445,104.29	602.00	222,795.00	50.05	222,309.29
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	3,000.00	316.32	1,330.13	44.34	1,669.87
TOTAL Public Charges-Services	3,000.00	316.32	1,330.13	44.34	1,669.87
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	120.00	0.00	(120.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	0.00	0.00	0.00
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	1,550.00	0.00	(1,550.00)
45110-48475 Library Programs Revenue	0.00	800.00	6,132.30	0.00	(6,132.30)
45110-48492 Merrill Foundation Donation	0.00	0.00	0.00	0.00	0.00
45110-48500 Grant - Mead Witter	0.00	0.00	0.00	0.00	0.00
45110-48525 Grant - Community Liaison	0.00	0.00	0.00	0.00	0.00
45110-48535 Grant - WVLS System Aid	0.00	0.00	0.00	0.00	0.00
45110-48750 Grant - Walmart	0.00	0.00	0.00	0.00	0.00
45110-48999 Focus on Energy Grants	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	800.00	7,902.30	0.00	(7,802.30)
TOTAL REVENUES	448,104.29	1,718.32	231,927.43	51.76	216,176.86
EXPENDITURES					

<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	187,920.00	14,455.36	57,822.16	30.77	130,097.84
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	443,105.00	33,665.05	135,587.56	30.60	307,517.44
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	3,572.00	111.56	111.56	3.12	3,460.44
55110-01-51000 Social Security	48,547.00	3,603.64	16,222.53	33.42	32,324.41
55110-01-52000 Retirement (WRS)	36,770.00	2,911.68	13,696.30	37.25	23,073.70
55110-01-52500 Prior Service-Debt Serv.	3,934.00	0.00	3,934.00	100.00	0.00
55110-01-54000 Health Insurance	83,902.00	6,015.71	23,106.59	27.54	60,795.41
55110-01-55000 Life Insurance	3,936.00	0.00	927.30	23.56	3,008.70
TOTAL Personnel Services	811,686.00	60,763.00	251,408.06	30.97	560,277.94

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	700.00	0.00	0.00	0.00	700.00
55110-02-16000 Elevator Contract/Inspect	3,300.00	95.00	85.00	2.58	3,215.00
55110-02-16250 HVAC Service	400.00	0.00	0.00	0.00	400.00
55110-02-16500 Fire/Security System Cont	2,600.00	0.00	0.00	0.00	2,600.00
55110-02-21000 Water and Sewer	1,600.00	119.00	491.89	30.74	1,108.11
55110-02-22000 Electric	30,000.00	2,032.47	7,425.54	24.75	22,574.46
55110-02-22500 Fuel - Natural Gas	30,000.00	1,021.93	5,035.76	16.79	24,964.24
55110-02-23100 Janitorial Services Contr	0.00	0.00	0.00	0.00	0.00
55110-02-23250 Facility Cleaning Service	3,400.00	196.32	814.28	23.95	2,585.72
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	2,000.00	106.92	401.46	20.07	1,598.54
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	40.90	179.63	0.00	(179.63)
TOTAL Contractual Services	74,500.00	3,602.54	14,433.56	19.37	60,066.44
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,800.00	183.76	947.66	52.65	852.34
55110-03-10500 Library Supplies	2,000.00	788.50	2,382.93	29.79	5,617.07
55110-03-11000 Postage	1,200.00	12.92	75.99	6.33	1,124.01
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	400.00	0.00	0.00	0.00	400.00
55110-03-30500 Mileage	1,000.00	52.80	113.04	11.30	886.96
55110-03-31000 Misc. - Petty Cash	0.00	(26.00)	(100.00)	0.00	100.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	0.00	350.31	17.52	1,649.69
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	912.37	0.00	(912.37)
55110-03-41000 Public Relations/Publicit	2,000.00	359.00	493.98	24.70	1,506.02
55110-03-41001 Misc Rev - Publicity	0.00	0.00	688.00	0.00	(688.00)
55110-03-41250 Programming - Adult	7,000.00	279.61	1,044.06	14.92	5,355.94
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	510.09	0.00	(510.09)
55110-03-41500 Programming - Youth	7,500.00	357.67	2,032.87	27.10	5,467.13
55110-03-41501 Misc Rev-Programming-Yout	0.00	994.20	1,385.70	0.00	(1,385.70)
55110-03-41750 Hospitality	300.00	51.35	200.49	66.83	99.51
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	0.00	0.00	0.00
55110-03-44000 Janitor Supplies	6,000.00	315.72	1,420.82	23.68	4,579.18
55110-03-50000 M/R-General Repair/Maint.	4,000.00	332.72	1,056.31	26.41	2,943.69
55110-03-50001 Mis Rev-M/R General/Cont	0.00	0.00	0.00	0.00	0.00
55110-03-50275 M/R - Contingency	10,000.00	2,189.86	4,963.53	49.64	5,036.47
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	51,500.00	5,892.11	13,478.15	35.98	33,021.85
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	12,000.00	0.00	2,906.00	24.22	9,094.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	12,000.00	0.00	2,906.00	24.22	9,094.00

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	0.00	0.00	0.00	0.00
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	0.00	0.00	0.00
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	625.84	2,316.82	24.39	7,183.18
55110-13-10100 Adult Dept Non-Fiction	10,000.00	2,514.38	3,150.38	31.50	6,849.62
55110-13-10200 Adult Dept Paperbacks	750.00	73.59	184.29	24.57	565.71
55110-13-10300 Adult Dept Reference	500.00	0.00	0.00	0.00	500.00
55110-13-10400 Adult Dept Large Print	4,300.00	632.04	1,424.26	33.12	2,875.74
55110-13-20000 Youth Children's Books	16,000.00	2,059.64	6,219.03	38.87	9,780.97
55110-13-20100 Young Adult Books	2,500.00	136.09	896.50	35.86	1,603.50
55110-13-20200 Youth Services Reference	0.00	0.00	0.00	0.00	0.00
55110-13-30000 Standing Orders	0.00	0.00	0.00	0.00	0.00
55110-13-40000 Professional Books	0.00	0.00	0.00	0.00	0.00
55110-13-50000 Magazines/Periodicals	5,000.00	766.94	846.94	16.94	4,153.06
55110-13-60000 Pamphlets	0.00	0.00	0.00	0.00	0.00
55110-13-75000 Misc Rev - Print	0.00	0.00	0.00	0.00	0.00
TOTAL Print Media - Library	48,550.00	6,808.52	15,038.22	30.97	33,511.78
<u>Non-Print Media-Library</u>					
55110-14-10000 Adult Dept Audio Books	0.00	0.00	0.00	0.00	0.00
55110-14-10100 Adult Dept Books on CD	2,000.00	255.13	297.46	14.87	1,702.54
55110-14-10200 Adult Dept CDs	800.00	62.92	161.57	20.20	638.43
55110-14-10300 Adult Dept CD-ROMs Circ.	0.00	0.00	0.00	0.00	0.00
55110-14-10301 Misc Rev-Adult Software	0.00	0.00	0.00	0.00	0.00
55110-14-10400 Adult Dept DVDs	2,500.00	192.43	554.26	22.17	1,945.74
55110-14-10500 Adult Dept Videos	0.00	0.00	0.00	0.00	0.00
55110-14-20000 Youth Audiobooks & CDs	1,500.00	67.92	67.92	4.53	1,432.08
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	77.82	154.62	20.62	595.38
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxes	500.00	0.00	35.99	7.20	464.01
55110-14-45000 Ebooks/Digital Content	6,200.00	107.00	148.81	2.40	6,051.19
55110-14-45001 Misc Rev-Ebooks/Digital	0.00	0.00	0.00	0.00	0.00
55110-14-45900 Misc Rev - Non-Print	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Print Media-Library	14,250.00	764.22	1,420.63	9.97	12,829.37
<u>Technology</u>					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	0.00	194.76	10.25	1,705.24
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 TI/Internet Access	4,170.00	0.00	0.00	0.00	4,170.00
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	0.00	0.00	0.00	0.00	0.00
55110-15-42500 Computer Equipment	10,000.00	144.53	144.53	1.45	9,855.47
55110-15-47500 Software/Upgrades	4,000.00	22.07	865.11	21.63	3,134.89
55110-15-70000 V-Cat Shared Automation	18,000.00	0.00	0.00	0.00	18,000.00

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2024

10 -General Fund
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,070.00	166.60	1,204.40	3.16	36,865.60
TOTAL EXPENDITURES	1,050,556.00	77,996.99	304,889.02	29.02	745,666.98
REVENUES OVER/(UNDER) EXPENDITURES	(602,451.71)	(76,278.67)	(72,961.59)	0.00	(529,490.12)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

26 -Reserved - Non-Lapsing
T.B. Scott Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					

<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	4,539.39	0.00	(4,539.39)
TOTAL Intergovernmental	0.00	0.00	4,539.39	0.00	(4,539.39)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	330.85	1,443.58	0.00	(1,443.58)
45110-46715 Library - Vending Revenue	0.00	18.48	18.48	0.00	(18.48)
TOTAL Public Charges-Services	0.00	349.33	1,462.06	0.00	(1,462.06)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	0.00	0.00	0.00	0.00
45110-48257 WI Humanities - Grant	0.00	0.00	0.00	0.00	0.00
45110-48277 Summer Programs-Donations	0.00	0.00	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	663.96	1,321.75	0.00	(1,321.75)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	663.96	1,321.75	0.00	(1,321.75)
 TOTAL REVENUES	 0.00	 1,013.29	 7,323.20	 0.00	 (7,323.20)
EXPENDITURES					

<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	1,671.35	0.00	(1,671.35)
55110-03-12650 Library Photocopier Expen	0.00	181.84	843.81	0.00	(843.81)
55110-03-12675 Library Vending - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-22725 Summer Programs-Expenses	0.00	0.00	0.00	0.00	0.00
55110-03-25000 Library Grants - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-40500 Memorial Books-Expense	0.00	569.42	777.18	0.00	(777.18)
TOTAL Supplies & Expenses	0.00	751.26	3,292.34	0.00	(3,292.34)
 TOTAL EXPENDITURES	 0.00	 751.26	 3,292.34	 0.00	 (3,292.34)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	262.03	4,030.86	0.00	(4,030.86)
 FUND TOTAL REVENUES	 160,074.37	 98,150.04	 251,006.87	 156.81	 (90,932.50)
FUND TOTAL EXPENDITURES	243,771.00	32,261.48	139,659.77	57.29	104,111.23
REVENUES OVER/(UNDER) EXPENDITURES	(83,696.63)	65,888.56	111,347.10	0.00	(195,043.73)
	=====	=====	=====	=====	=====

*** END OF REPORT ***

Monthly Statistical Report
T.B. Scott Free Library
April 2024

LIBRARY ACTIVITY	Apr 2024	Apr 2023	% Change	Apr 2022	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	5,721	4,692	21.9%	4,043	41.5%	22,345	17,915	24.7%
Average Daily Traffic	220	196	12.2%	156	41.0%	223	181	23.5%
Meetings Held	25	17	47.1%	10	150.0%	104	43	141.9%
Attendance	117	97	20.6%	83	41.0%	475	246	93.1%
Classes/Groups w/o Program Attendance	14	10	40.0%	10	40.0%	50	36	38.9%
	307	216	42.1%	162	89.5%	966	748	29.1%
New Card Registrations	50	32	56.3%	72	-30.6%	207	162	27.8%
Volunteer Hours Worked	27	13	107.7%	14	92.9%	87	60	45.0%

TECHNOLOGY USE	Apr 2024	Apr 2023	% Change	Apr 2022	% Change	YTD 2024	YTD 2023	% Change
Wireless Use	1,525	1,388	9.9%	587	159.8%	5,770	5,380	7.2%
Internet Computers								
Adult	320	373	-14.2%	294	N/A	1,343	1,475	-8.9%
Youth	31	64	-51.6%	19	N/A	220	229	-3.9%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	110	45	144.4%	17	N/A	437	196	123.0%
TOTAL USE	461	482	-4.4%	330	N/A	2,000	1,900	5.3%

PROGRAMS	Apr 2024	Apr 2023	% Change	Apr 2022	% Change	YTD 2024	YTD 2023	% Change
Programs Given								
Adult	15	5	200.0%	2	650.0%	67	20	235.0%
General Interest	3	N/A	N/A	N/A	N/A	13	N/A	N/A
Youth	18	15	20.0%	3	500.0%	49	46	6.5%
TOTAL	36	20	80.0%	5	620.0%	129	66	95.5%
Program Attendance								
Adult	173	74	133.8%	27	540.7%	742	299	148.2%
General Interest	21	N/A	N/A	N/A	N/A	107	N/A	N/A
Youth	698	228	206.1%	94	642.6%	1,318	919	43.4%
TOTAL	892	302	195.4%	121	637.2%	2,167	1,218	77.9%

Self-Directed Activities

Date	#	Outreach	Date	#
Little Bluebirds Club	12	Critic's Choice Movie	4/24/2024	16
Guessing Jar	44			
Nat'l Library Week Craft	50	Teen	Date	#
Eclipse Craft	35			
Preschool Activity Bags	100	Youth	Date	#
School Age Activity Bags	50	Toddler Storytime (2 sessions)		39
		Family Storytime (3 sessions)		69
		Wiggle, Giggle, Shake (4 sessions)		76
Adult	Date	#		
1 on 1 Tech Help (3 Sessions)	3	Children's Festival	4/6/2024	350
Believe and Achieve (2 sessions)	16	Start With Art	4/10/2024	23
Kindhearted (4 sessions)	82	Parkside Preschool	4/16/2024	20
Opportunity Development Center (2 sessions)	13	Parkside 4K (2 sessions)		30
Judicare Legal Aid	4/1/2024	Pine River 4K (2 sessions)		52
Journey Back to the Titanic	4/13/2024	Trinity 4K	4/23/2024	28
Dementia Basics	4/16/2024	Boys & Girls Club	4/24/2024	11
Identity Theft: Protect and Prevent w/ Jeff Kersten	4/17/2024			
Cover to Cover Book Club	4/18/2024	General Interest	Date	#
Brain Health Basics	4/23/2024	Real Writers Group	4/13/2024	14
		BYOB Club	4/17/2024	4
		Knit/Crochet Club	4/18/2024	3

Policies

BORROWING PRIVILEGES- DELINQUENT PATRONS

Approved: 3/16/05; reviewed 4/15/09, 10/15/14, 6/19/2019, 5/15/2024
Review Date: 2029

The library reserves the right to prevent or limit borrowing of library materials on the card of a patron ~~if he/she~~ who has been issued a citation for theft of library materials and has been incarcerated for failure to pay the citation.

Once we have received notification that the City of Merrill will take no further action against a patron who has fallen into this category, the library reserves the right to limit borrowing of library materials to five items per card to ~~him/her~~ the patron.

J.B. SCOTT FREE LIBRARY & STRATEGIC PLAN

2024-2028



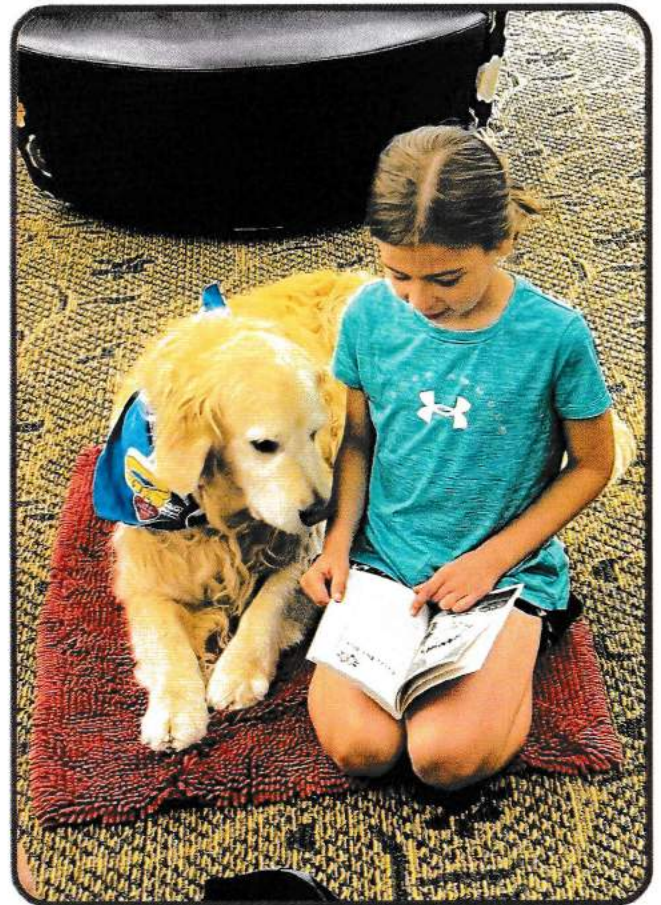
Planning for the future

FOUNDATIONS

Introduction

As the heart of our community, the public library plays a vital role in fostering education, information access, and cultural enrichment. To ensure our library's continued growth and relevance, it is crucial to develop a comprehensive strategic plan that reflects the needs and aspirations of our diverse stakeholders.

Through a series of focus groups, surveys, and consultations; we have engaged community groups, library staff, Friends of the Library, the Board of Trustees, and community members, capturing valuable insights that have shaped this strategic plan. This document outlines our shared vision and objectives, serving as a roadmap for the library's future endeavors.



Some typical comments from survey respondents:

"All the staff really provide first-class service above and beyond!"

"The breadth of the collection is great. I appreciate being able to find most everything I want without having to make a request."

VISION

To cultivate a library environment so vital and inclusive that everyone desires to be an active library user.

MISSION

Serving the Merrill area through traditional and innovative services, T.B. Scott Free Library connects people to their community and the world, promotes literacy and civic engagement, encourages and supports life-long learning, ensures free and open access to ideas, and provides opportunities to keep community members culturally, mentally, and socially engaged.



T.B. Scott Free Library depends on generous supporters like you!

Donations can be made online:

<https://www.tbscottlibrary.org/donate-to-the-library/>

Scan the QR code or click on Donate

Donations are also accepted in-person or via mail:

T.B. Scott Free Library

106 W. 1st Street

Merrill, WI 54452



Donate

2024-2028 GOALS

Goal #1: Lifelong Learning

Goal #2: Awareness

Goal #3: Programming

Goal #4: Collections

Goal #5: Facilities



Goal #1

LIFELONG LEARNING

Promote and encourage community members of all ages to discover the joy of reading and to become lifelong readers and learners.

Action Steps:

Action Step 1.1 Maintain current programming and continue active promotion of literacy programs and events.

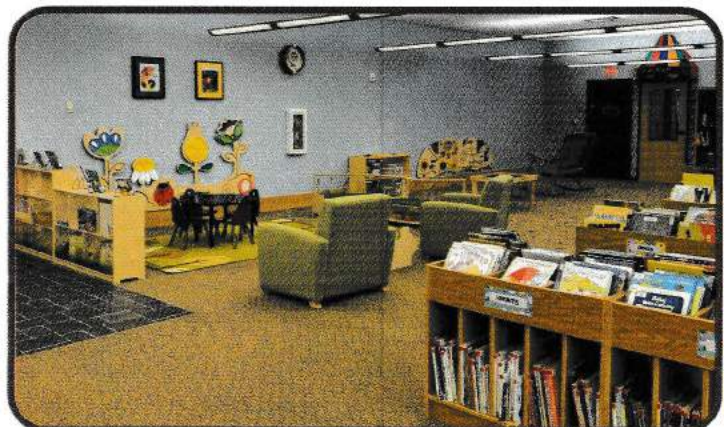
Action Step 1.2 Enhance library spaces that help parents and other caregivers develop early literacy skills in children age birth – 5 years.

Action Step 1.3 Provide responsive, educational opportunities for staff to grow and expand their knowledge and skills in order to support patrons as lifelong readers and learners.



Typical comments from survey respondents:

"Increase ways to 'get the word out.'"



Goal #2

AWARENESS

Increase the visibility and recognition of T.B. Scott Free Library and its offerings to the residents of Merrill and the surrounding community.

Action Steps:

Action Step 2.1 Seek out sustainable partnerships and collaboration opportunities with local businesses, the school district, community organizations, and/or other municipal departments.

Action Step 2.2 Continue to update the T.B. Scott Free Library website on a regular basis, to include new and upcoming programs and services and remove outdated information in a timely manner.

Action Step 2.3 Educate the community regarding library resources to increase traffic to the library in person and online.

Action Step 2.4 Create a greater sense of inclusion and sense of community through customer service and promotion.

Action Step 2.5 Develop and maintain a public awareness and promotion plan.



Be in the know!

@ tbscottlibrary.org



Goal #3

PROGRAMMING

Develop and execute programming, serving a broad range of ages and interests, expanding our awareness of diversity in our community and to promote civic engagement.

Action Steps:

Action Step 3.1 Continue to provide technology-related programs.

Action Step 3.2 Develop a staff schedule that allows for community outreach, professional development, and additional library programs.

Action Step 3.3 Collaborate with local agencies to create programs to support the diverse interests of adult residents.

Action Step 3.4 Create programs for all ages that highlight local talent, resources and cultural heritage.

Action Step 3.5 Provide programs that promote school readiness and improve learning outcomes while supporting diversity.

Typical
comment
from survey
respondents:

*"Offer
monthly
social
gathering."*



Goal #4

COLLECTIONS

Provide collections responsive to community interests and needs and the diverse population the library serves.

Action Steps:

Action Step 4.1 Continue to enhance collections that introduce new ideas, build skills, and stimulate curiosity.

Action Step 4.2 Collaborate with local entities for the development of programming that facilitates personal and professional growth for the members of the community.

Action Step 4.3 Collaborate with area adult service facilities to enhance outreach programming to be held on and off site.

Action Step 4.4 Support area schools in providing resources for teachers and students.

Action Step 4.5 Provide programs and collections that incorporate STEM education opportunities for all ages.

**Typical comments from survey respondents:**

"Wonderful selection of materials including Library of Things, audio, and research materials."



Goal #5

FACILITIES

Promote and encourage use of the library as a safe, comfortable, and welcoming place to meet and interact with others.

Action Steps:

Action Step 5.1 Revise and maintain the master capital plan for the library that focuses on areas not included in the City's 20-year capital plan.

Action Step 5.2 Design and maintain spaces that are adequate and flexible to meet the community's needs, such as conversation spaces, creativity, education and engagement.

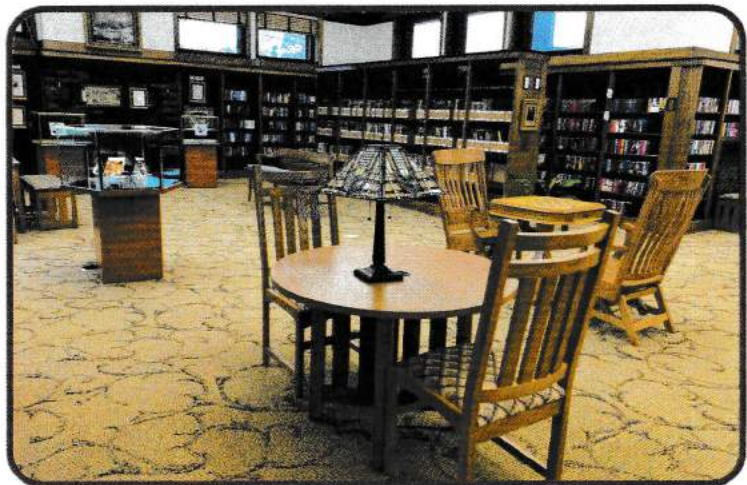
Action Step 5.3 Educate the community regarding library resources to increase traffic to the library in person and online.

Action Step 5.4 Curate materials that allow for fun and imaginative play and exploration.

Action Step 5.5 Increase efficiencies in the library space to reduce unnecessary burdens on staff time and enhance the patron experience.

**Typical comment
from survey
respondents:**

*"Preservation of the historical
building is a blessing. The library
is a gem!"*



PLANNING PROCESS

Goals of the Process:

- To maintain a high level of satisfaction among library users by providing services and programs responsive to our community needs
- To assess the utilization of space within our library for best use of the facility in the changing environment of the library today
- To assess the utilization of staff to best deliver services in the constantly changing environment of the library today

Proposed Timeline:

June 2023

- Staff will make site visits to libraries throughout Wisconsin prior to July
 - Laurie, Andrea, and Maria will be making visits to five libraries
 - Summary of findings based on site visits will be created

September 2023

- Review existing information about the community and the library
 - Present existing information on library demographics to the Board of Trustees
 - Present Summary of findings based on site visits to the Board of Trustees

October 2023

- Invite input from community and staff on current and future library services with surveys to be made available online and in paper format. (Development of surveys will be a collaborative effort with Art Lersch and Erica Brewster of Wisconsin Valley Library Service)

January 2024

- Present the Preliminary Service Responses and Goals to the Board of Trustees
- Present Summary report of input gathered from community and staff collected through the Space Needs Study facilitated by MSR Design and the local surveys to the Board of Trustees

April 2024

- Present Preliminary Goals and Measurable Objectives to the Board of Trustees

May 2024

- Presentation of Final Report to Library Board of Trustees for approval

PLANNING PROCESS

SUMMARY OF ACTIVITY

On January 18, 2023, discussions surrounding the 2204-2028 Strategic Plan took place at the Library's Board of Trustees meeting. This was followed by the inception of the Space Needs Study. MSR Design, Architecture firm from Minneapolis, MN, was contracted to facilitate the process.

In February 2023 focus group meetings were held with the public and library staff. A final report was presented to the Library Board in April 2023 with the recommendation for the addition of a meeting/activity room in the Youth Services Department.

In April 2023, library administration examined several sources of data and information about the library's existing services, including:

- Annual report data: All public libraries in the Wisconsin are required to submit an annual report to the Department of Public Instruction.
- Local demographic data and library comparative data prepared by Wisconsin Valley Library System.

In May 2023, library staff presented an outline for the Strategic Planning Process. A timeline and suggested tasks for completion of the plan were supplied. Two main areas of focus were identified: space utilization and community needs.

In June 2023, visits to comparable libraries were conducted and a summary of those visits was presented to the Library Board of Trustees at the September meeting.

At the September 2023 Board Meeting, the Library Administration Team presented a Library Demographic Review as part of the data gathering process which reviewed library usage and services.

In October 2023, a community survey was conducted by Library Administration with administrative support from Erica Brewster of the Wisconsin Valley Library Service and volunteer support from Art Lersch. A summary report of the feedback gathered was presented to the board at the January 2024 meeting.

In April 2024, the Library Administration Team presented proposed Goals with measurable Objectives.

In May 2024, the Library Administration Team presented the final report to the Library Board for approval.

PLAN COMMUNICATION & IMPLEMENTATION

To effectively communicate and share the strategic plan with key stakeholders and the wider community, the following strategies will be implemented:

1. Summary of the plan for municipal partners

The library director will develop a summary of the strategic plan that highlights its key goals and action steps. This summary will be presented to the City of Merrill and other municipal partners. By providing an overview of the strategic plan, this summary will help ensure alignment and collaboration between the library and other local government entities.

2. Internal communication and staff assignments

The library director will update library staff on the strategic plan, sharing the goals and objectives outlined in the plan. The director will assign duties and responsibilities to staff members based on these goals, ensuring that everyone is aware of their role in implementing the plan. Clear communication within the library staff will help foster a shared understanding of the strategic plan and enhance coordination in achieving its objectives.

3. Website presence

The library will utilize its website as a platform to share the strategic plan with the community. A dedicated section or page on the library's website will provide detailed information about the plan's goals, objectives, and initiatives. The website will serve as a central hub for community members to access and learn about the library's strategic direction.



Join the Friends of the Library

Friends of the T.B. Scott Free Library is a support organization dedicated to making our library the best it can be.

PLAN ASSESSMENT

To ensure effective implementation and continuous evaluation of the strategic plan, the following assessment strategies will be employed:

1. Alignment with budgeting

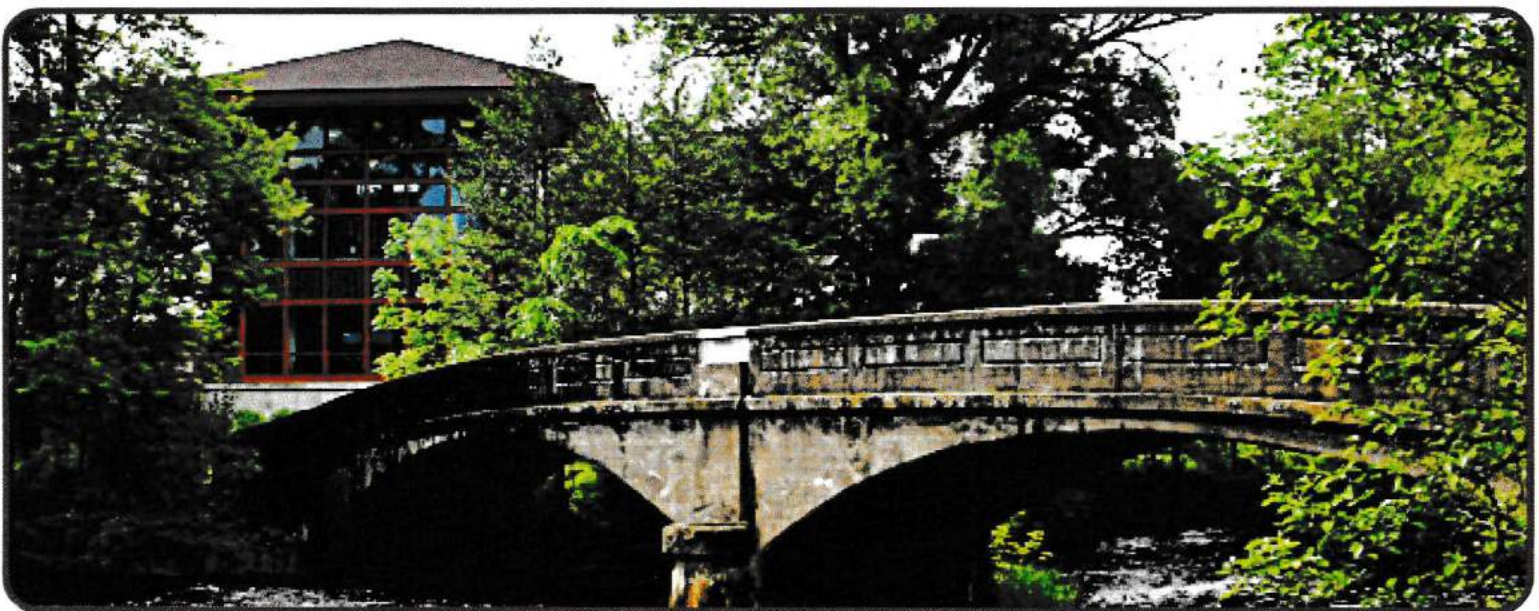
Library administration will actively align the strategic plan goals with the library's budgeting process. During the budget-setting phase, consideration will be given to the strategic plan's priorities and allocate appropriate resources accordingly.

2. Progress updates

The Library Director will regularly update the Board of Trustees on the progress made in achieving these goals, ensuring transparency and accountability.

3. Stakeholder feedback

Engaging stakeholders through feedback mechanisms and surveys will be an integral part of the assessment process. The library will periodically gather input from community members, library staff, and other stakeholders to gauge their satisfaction with the library's services, programs, and overall progress towards the strategic plan goals. This feedback will help identify areas for improvement and inform adjustments to the plan, if needed.



Goal #4:

Provide collections, digital resources, and technology resources responsive to community interests and needs.

Objective 4.1: Continue to provide unique collections that introduce new ideas, build skills, and stimulate curiosity

Measure: Add one new collection annually, based on requests by our library patrons

Responsible staff: Assistant Director/Head of Youth Services, Head of Adult Services

Current Year : Latest Progress: Next Step: Addition of Wisconsin State Park Passes for checkout through collaboration with the Wisconsin Library Association and the Wisconsin Department of Natural Resources. 5/1/23. LO. Working to create new Library of Things as well as programming for adults with fine motor concerns. 5/6/24 MP.

PAST YEARS ARCHIVE: “Library of Things” purchased--2 Orion StarBlast Telescopes, 10 donated fishing poles & 2 donated Birding Kits. Fleet Farm donation/purchase 2 sets of snowshoes. YS will introduce Wonderbooks in 2020. These are the next generation of read-alongs that support struggling readers and that can be switched to “literacy mode” to extend learning. Introducing Teen Freebie Collection Jan. 2020-attempt to eliminate barriers to books for teens who don’t have a library card or have a card that is not in good standing. Working to create a culture of teen readers 1/7/20 CF. First Wonderbook purchase made: 6 titles totaling \$300 and all currently checked out. 11/30/20 CF Developed virtual browsing shelves via Google Slides platform for adults and MAPS educators. 12/2020; LO. YS augmented popular next generation read-along collection with purchase of VOX books : all in one read-along with audio built into book. Children just push a button and read. 6/4/21 CF. Purchase of Zoom Audio Recorders for local genealogy groups, oral history collection and other audio-related projects. 3/2021 LO. The ukulele is the first of several musical instruments that will be added to the Library of Things. 11/2021 LO. YS to make large purchase of read-alongs to build this popular new collection in 2022. The current learning game collection will be reorganized, reshelfed, and focus on early literacy and STEM 11/8/21 AB. Green Screen Kit purchased and added to Library of Things for in-house media creation and patron checkout. 05/22 LO. The learning game collection is available again for check out after reorganization. A large number of new read-alongs have been purchased due to the popularity of this new collection. 5/22 AB. Ice Age Trail Explorer Kit made possible by a donation from the Ice Age Trail Alliance. 11/22. LO.

Objective 4.2: Collaborate with local entities for programming related to technology training and other professional development needs

Measure: Provide two technology workshops per year, in addition to the current monthly technology training sessions

Responsible staff: Head of Adult Services

Current Year : Latest Progress: Next Step: In collaboration with the Wisconsin Bureau of Consumer Protection, a program titled “Common Scams & Frauds Targeting Seniors” will be held late in summer. Other similar programs are under development. 05/10/23. LO. Teaming up with Chris Sprague to offer various “Back-to-Tech” trainings open to the public on a monthly/ bi-monthly basis based on patron need. In collaboration with the Wisconsin Bureau of Consumer Protection, offering a “Identity Theft” program in April of 2024 10/6/23. MP. Collaborating with Bug Tussel University to offer News Literacy course in June of 2024. 5/2024 MP.

PAST YEARS ARCHIVE: Online Gale Courses offered 24/7 to patrons with in-person support as requested. Dorothea Salo-UWMadison-Badger Talks: Staying Safe Online/Saving Your Digital Stuff to be rescheduled in 2021. 1/21 LO Online training during monthly staff meetings provided by WVLS. 11/20 LO. Compassion Resilience Workshop Train-the-Trainer with WVLS/WI DPI for staff and community outreach purposes. 05/2021 LO. Collaboration with Healthy Minds Coalition to provide wellness workshops to staff and surrounding community members. 11/2021 LO. One-to-One Patron Tech Assistance has returned. 5/2022 LO. WVLS Digi-byte recordings added to library staff meetings. 11/22. LO.

Objective 4.3: Collaborate with area assisted living facilities to enhance outreach programming to be held on and off site

Measure: Provide outreach programs at outside facilities.

Responsible staff: Head of Adult Services

Current Year : Latest Progress: Next Step:

Working with Donna Plautz to brainstorm needed services to outreach patrons. 4/11/23 MP

Offered a “Back to School” program for the residence of Pine Crest in September. Also began offering story/craft time for clientele of Kindhearted in late July. Will begin offering the same services to clientele of Believe and Achieve Learning and Recreational this month. 10/6/23. MP. Re-vamped our Adult Winter Read to become completely paper based for those who are home/nursing home bound. Currently providing story/craft hour for three separate facilities 3-4 times monthly. Also looking into providing some sort of program assistance to GiGi’s Playhouse out of Wausau. 12/30/23. MP. Continuing to work with area assisted living facilities and daycare facilities to offer various literacy and arts programs. 5/2024 MP.

PAST YEARS ARCHIVE: Meeting with MAHA staff to gather needs assessment; Survey to be prepared for resident completion in 2020. Awaiting receipt of completed surveys (delayed as a result of COVID19) 6/20 LO. Outreach deliveries continue to assisted living, personal residences and nursing homes as situations and conditions warrant-Passive programming collaboration “Lifting Lincoln County” Activity Bags for isolated adults with numerous area non-profits in Lincoln County to continue through Spring 2021. 11/20 LO. Homebound patrons continue to seek assistance for delivery of library materials. Delivery options under evaluation. 11/2021. LO Established an institutional affiliation with Haven. 05/03/22 JZ. Homebound delivery evaluation determined the need to continue and enhance the program. 11/22. LO

Objective 4.4: Support area schools in providing resources for teachers and students

Measure: Collaborate with MAPS to expend \$1,000 annually on collections that support their curriculum

Responsible staff: Assistant Director/Head of Youth Services

Current Year : Latest Progress: Next Step: We collaborated with PRMS 5th grade teacher, Mrs. Novitch, and provided library card applications, so all students had the opportunity to get a library card. Students later came for a library tour, participated in games and activities, and checked out books. St. John students in grades 4, 5, 6, & 7 were also provided with library card applications and, classes came for a library visit each quarter to check out books. 5/10/23 AB.

A collaboration with Pine River School for Young Learners is underway. Classes will visit the library for storytime in the fall and spring. NTC and St. Francis 4K classes will join them, bringing all Merrill 4K classes to the library this school year. St. John students in grades 5-8 will visit the library each quarter to check out books. 10/7/23 AB.

A collaboration with PRMS 5th grade teacher Kristen Novitch is underway. We will provide the opportunity for all students to register for a library card. The goal is to schedule class visits twice this semester to see what we have to offer and allow the students time to check out books. 12/30/23. AB.

The collaboration with PRMS 5th grade teacher Kristen Novitch was a success. We exceeded our goal of two class visits by fitting in three. St. John students in grades 5-8 visited the library once each quarter for the 2023-2024 school year. We welcomed 4K classes from Pine River School for Young Learners, NTC, and St. Francis last week for storytime. Parkside 4K, Parkside Preschool, and Trinity 4K visit the library regularly for storytime throughout the school year. Students from the Boys & Girls Club joined us for their very own STEM Marshmallow Build program. 5/6/24 AB.

PAST YEARS ARCHIVE: YS has begun to purchase easy readers that are leveled according to the Fountas & Pinnell Reading Literacy Program adopted by MAPS. MAPS uses Fountas & Pinnell as an assessment tool as well as a literacy program. In 2020 we transformed our Easy Reader shelves to provide a set of books parents can look to that are organized as they would be at the schools in support of early literacy. Expenditures estimated at \$400 in 2020 11/10/20 CF. Survey sent to PRMS proposing fall program collaboration with T. B. Scott pledging purchase of resources to facilitate collaboration... awaiting survey results 6/10/20 CF. PRMS did not choose to collaborate with Library fall 2020 11/10/20 CF. MAPS High School-Josh Zalewski collaboration related to STAR-Net Dream-Build-Create Engineering Program offering 11/2020 LO. Lincoln County Social Services Restorative Justice Grant monies spent to support collection of emotional/social learning tools (therapeutic books and Buddha Board etc.) and given to Trina Knospe, middle school counselor at MAPS. Materials housed in Trina's office to help with treatment/therapy 6/4/21 CF. Currently in contact with 5th grade PRMS language arts teacher planning a Spring 2022 group read and correlating STEM project 11/8/21 AB. All PRMS 5th grade students visited the library in May for a tour and to check out books 5/22 AB. Collaboration currently underway with PRMS 5th grade teachers with a goal to get each student a library card. We will then set up regular visits for the classes for checkout 12/12/22 AB.

Objective 4.5: Provide programs and collections that incorporate STEM education opportunities for all ages

Measure: Purchase Ozobots, and other learning technology for in-house use and as part of the Learning Game collection. Purchase of STEM and tactile items for Library of Things adult services collection.

Responsible staff: Assistant Director/Head of Youth Services and Head of Adult Services

Current Year : Latest Progress: Next Step: A virtual scavenger hunt was offered during National Library Week in the Youth Services Department. Our upcoming Summer Activity Bags will offer a variety of STEM activities. 5/10/23 AB.

A program entitled “Herbal Medicine 101” was offered in September. Currently working with Monk Botanical Gardens to offer a Mushroom foraging program in 2024. Working with Chris Sprague to offer technology-based hands on programs to adults of all ages. Also offering various puzzle competitions for all ages throughout the year. 10/6/23 MP. STEAM activity bags are available the month of October in collaboration with the Wisconsin Science Festival.

Youth Services staff are putting together take-home STEAM kits for school age children. They will be available for pick up monthly. 12/30/23. AB.

A virtual scavenger hunt was offered during National Library Week in the Youth Services Department. A STEM Marshmallow Build program was offered for school age children to spark their creativity and test their engineering skills. 5/6/24 AB.

Collaborating with Bug Tussel to offer more Digital Literacy courses through the year. Also working with Chris Sprague to plan further Back to Tech courses based on patron specified need. Continually working with Believe and Achieve, Opportunity Development Center, and Believe and Achieve to offer STEM program through story time and arts and crafts. 5/2024 MP.

PAST YEARS ARCHIVE: “Library of Things” purchase-2 Orion StarBlast Telescopes & 2 donated Birding Kits. Purchase of POUND Music/Exercise Activity Kit for patron checkout as addition to “Library of Things” 6/20 LO. Summer Project Packs feature STEM education activities 6/10/20 CF. Thermal Imaging Camera added to “Library of Things” made possible through a grant from WPSC 10/21/2020 LO. First 3 STEAM Kits purchased at a cost of \$300: 2 of 3 Kits checked out 11/10/20 CF. Expended \$995.92 in cross-county funds to add more STEAM Kits to popular new hands-on learning collection 6/4/21 CF. Donation of sewing machine and 8mm-Digital Converter accepted and added to “Library of Things.”

Library Standards

The development of the publication *Wisconsin Public Library Standards* was guided by the belief that Wisconsin's public libraries play a critical role in providing free access to knowledge, information, and diversity of ideas to all residents of the state. All Wisconsin residents need and deserve at least a basic level of library service. The standards provide a way to measure a basic level of quality for public library service and also provide a pathway to excellence in library service.

Thanks to tremendous advances in information technology and to the cooperation of all types of libraries in Wisconsin, even the smallest library can offer access to an almost unimaginable quantity of both electronic and traditional information resources. But while this new environment presents great opportunities, it also presents great challenges. Today's library staff must master not only the skills and knowledge necessary to provide traditional library services, but also the new and constantly changing skills and knowledge required to utilize the latest in information technologies. Challenges also face the trustees and other government officials responsible for securing the funding and other resources necessary to provide library service that meets current needs and expectations.

Wisconsin Public Library Standards attempts to cover the services, resources, and other requirements for basic library service that should be available to *all* residents of the state, including those who face physical or other barriers to their use of public libraries. Wisconsin's public library standards are entirely voluntary, but every library in Wisconsin is encouraged to meet the standards covered by the checklists in the *Standards* publication. Counties can establish minimum operating standards for libraries within the county under Wisconsin Statutes Section 43.11(3)(d). Libraries that fail to meet county standards may be denied exemption from the county library tax. For more information on county library standards, see <http://dpi.wi.gov/pld/legislation-funding/county-library>.

How to Use the Standards

The simplest way to use the *Standards* is to provide a photocopy of the checklists in the *Standards* document to each library board member and review those checklists at your board meetings. If one chapter is covered per board meeting, it will take five meetings to review the *Standards* checklists completely. If your library does not meet certain standards, you can work with your library director to develop a plan to work toward achieving those standards in the future.

Libraries that already meet the minimums represented by the standards can develop service goals based on local needs.

Quantitative standards are provided for a number of library service parameters, such as hours open, staffing levels, collection size, and collection expenditures. Quantitative standards are established at four levels of effort: basic, moderate, enhanced, and excellent. Your library can establish service targets by selecting the appropriate level of effort to apply to each standard or can use the levels to plan for progressive improvements over a period of time.

12

In This Trustee Essential

- How your library might benefit from use of library standards
- Different ways to use library standards
- How standards relate to library planning

A handy tool developed by Rick Krumwiede, former Director of the Outagamie Waupaca Library System, automatically calculates service targets for your library. All you need to input is your library name, municipal population, and library service population. You can download this tool from: owlsnet.org/14l/standards.

Library Planning and the Standards

It is most effective to use the *Standards* as a tool to assist with a locally developed planning process. In the context of a local planning process, your planning committee can use the checklists to gather information about the library and the community during the information-gathering phase of the planning process. The *Standards* can also help the planning committee establish objectives for the plan. [Chapter 2](#) of the *Standards* discusses in more detail how to use the *Standards* as part of a planning process. See also [Trustee Essential #11: Planning for the Library's Future](#) for more information about the planning process.

Discussion Questions

1. Why should our library be concerned about state standards when those standards are voluntary?
2. Do new technologies reduce the need for your library to provide traditional library services? Why or why not?

Additional Sources of Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- Outagamie Waupaca Library System (OWLS) Public Library Standards webpage (owlsnet.org/14l/standards)
- [Wisconsin public library service data](#)
- IMLS national public library data (www.imls.gov/research/public-libraries-in-the-united-states-survey.aspx)

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Library Director's Report – May 15, 2024

Events

For all upcoming events, <https://tbscottlibrary.org/events>

Here are some highlights of library programming:

- Wiggle, Giggle, Shake continues on Fridays from 10:30-11:30AM
- Adult Service Book Clubs continue with Cover to Cover on Thursday, May 16, @1PM and Bring Your Own Book (BYOB) Club on Wednesday, June 12, @4PM.
- Youth Services is READY for summer programming.
- Adult Services is also READY for some fun summer reading with adults.
- Summer hours begin Memorial Day Weekend. Saturdays we are open 10AM-1PM. All other hours remain the same.

WVLS

- Nothing to report from Diane Peterson, our WVLS representative.

Friends of the Library

- Friends of the Library Spring Book Sale was a huge success. They garnered a \$1,277.40 profit. Asking for donations from the individuals that purchase items at the book sale has worked very well.

Library Director's Report

- The 2024-2028 Strategic Plan Final Report has been provided in the May 15, 2024, Board of Trustees meeting packet. It will be reviewed and discussed with a request to approve.
- Youth Services Activity Room Update: A meeting is scheduled on Monday, May 13, with Kristilyn Vercruysse from MSR Design to discuss the bidding process and their role in that process. A meeting is also scheduled with City Administrator Rod Akey to discuss the process of opening up bids for the Youth Services Activity Room Project and what forms and materials must be submitted to begin the process. Updates will be given to the Board on a regular basis.
- The Northern Wisconsin ILS Consortium Exploration (NICE) Team Project Committee continues to meet along with assigned workgroup committees to research and make recommendations related to the many aspects involved with the process of merging the two library systems.
Details can be found at the N.I.C.E. Project website (<https://nicelibraries.org/>)
- The Library and City have made an offer to a candidate for the City Facilities Manager. At the time of this writing, the candidate has, in fact, accepted the offer. The hiring of the City Facilities Manager must now be approved by the City Council at the meeting scheduled for Tuesday, May 14.
- The Library Board of Trustees meeting for June will be held on a Staff Development Day, June 19, 2024, so the library will be closed to the public. Staff will be receiving Emergency Preparedness Training from the City Police and Fire Department. This training will take place in the morning and the afternoon will consist of department-focused training and related work.